

# ONE-DAY BUS PASS REQUEST PROCEDURE

To receive a bus pass:

- ALL students **MUST** have a written request from home, signed by both the sending and receiving parents/guardians involved.
- Both parents do not have to sign the same form, but both the sending and receiving parent must grant written permission (a separate form from each parent is acceptable).
- For any bus pass to be approved, there must be an open seat on the bus.

ONE-DAY BUS PASS REQUEST		
<i>ALL students MUST have a bus pass completed by BOTH sending and receiving parents</i>		
Sending Parent/Guardian		Receiving Parent/Guardian
<p>My child, _____ (print your child's name)</p> <p>is permitted to ride Bus # _____</p> <p>home with _____ (print student's name)</p> <p>on _____ (date)</p> <p>Reason: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>(Parent/Guardian signature)</p>	A N D	<p>The following student(s)</p> <p>_____</p> <p>(print name)</p> <p>_____</p> <p>(print name)</p> <p>_____</p> <p>(print name)</p> <p>_____</p> <p>has/have permission to ride Bus # _____</p> <p>home with my child</p> <p>_____</p> <p>(print your child's name)</p> <p>on _____</p> <p>(date)</p> <p>_____</p> <p>(Parent/Guardian signature)</p>

## OFFICE USE ONLY

Principal/School Authority Signature: \_\_\_\_\_