List your students in the left column. Put a / in the appropriate column beside the student’s name when he/she boards the bus. After the student exits from the bus, place a \ over the first mark to form an “X”. Complete this process morning and afternoon for each day of the week. Using the Key Code; indicate who received the student from the bus in the afternoon and the student’s program. This record is to be turned in weekly to the transportation office on the first working day of the following week.

Received Key Code: M – Mother F – Father GM – Grandmother GF – Grandfather S – Sister

B – Brother BS – Sitter SC – School Staff G – Guardian W – Approved Walker

Program Key Code: HS – Head Start P – Preschool E – Elementary M – Middle H – High School

BUS #: ROUTE #:

DRIVER NAME: PERIOD BEGIN DATE: INITIAL:

MONITOR NAME: PERIOD END DATE: INITIAL:

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| STUDENT NAME | P G | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| AM | PM | RCV’D  | AM | PM | RCV’D  | AM | PM | RCV’D | AM | PM | RCV’D | AM | PM | RCV’D |
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