Bus Pass Issue Log

-Instructions-

This form shall be used for ***original*** bus passes issued to students for school transportation. This form shall not be used for passes that are re-issued for any reason. You may use as many copies of this document as needed for original issue passes in a calendar month. Simply complete each form in its entirety, paying special attention to the bottom right ***"page ___ of ____"* section.** All pages should be numbered. All items except the student signature are to be completed by a school administrator.

Bus Pass Issue Logs must be maintained and available for inspection with the items listed below. Copies of each month's completed documentation are required to be sent to TEA no later than the end of the following month. Example: August documentation is due no later than the end of September.

* Bus Pass Monthly Summary Form
* Copies of Eligible Rider Rosters
* Receipts/Invoices reflecting purchases and that payment was received by the transit authority
* Records of turn in to the Metro of unused passes

INSTRUCTIONS:

1. Fill in the Charter School Name & CDN **
2. Fill in the Campus number (if applicable) **
3. Fill in the calendar month and year **
4. Fill in the complete bus pass number**
5. Fill in the resident district CDN of the student**
6. Mark if the student is a Hazardous Area Eligible Student ** (double click box and select checked)
7. Fill in the student's full name**
8. Have the student **sign** the form with his/her full name. Initials are not allowed.
9. Fill in the date of the issue/student signature (filled in by administrator at time of issue)
10. Fill in the type of pass issued (daily, weekly or monthly)**

** Indicates information can be entered electronically through the document template.