



Port Jervis

SCHOOL DISTRICT

Transportation Department
P.O. Box 1104
Port Jervis, New York 12771

(845) 858-2150
Fax (845) 858-2160

August 2009

Dear Parent/Guardian:

Re: Bus Permission Form for Kindergarten Students

The Port Jervis City School District Policy mandates that kindergarten students must be put on and taken off the bus by a parent/guardian or responsible individual authorized by the parent/guardian in writing.

Attached please find a “Bus Permission Form for Kindergarten Students”. If you are unable to be at the stop to take your child off the bus, we need to know who is authorized by you to meet your child. Please complete this form and return it to the Transportation Department or School Office as soon as possible. This form must be received and processed by the Transportation Office prior to permission being granted.

Please understand that we have only the safety of your children in mind. **WE WILL NOT RELEASE YOUR CHILD TO ANYONE WHOSE NAME IS NOT ON YOUR LIST!** In the event that an unauthorized person is at the bus stop to pick up your child, we will keep them on the bus and bring them back to the school or to the Transportation Office until we can contact you to pick up your child. It would also be helpful if you would provide us with your most up-to-date telephone numbers (home phone, cell phone, relative, neighbor, etc.).

Thank you for your cooperation.

The Transportation Department



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BUS PERMISSION FORM FOR KINDERGARTEN STUDENTS

STUDENT'S NAME: _____ SCHOOL: _____

I GIVE MY PERMISSION FOR THE FOLLOWING PEOPLE TO PUT MY CHILD ON THE BUS AND/OR TAKE MY CHILD OFF THE BUS WHEN I'M NOT ABLE TO BE AT HIS/HER BUS STOP:

<u>NAME</u>	<u>RELATIONSHIP TO CHILD</u>
_____	_____
_____	_____
_____	_____
_____	_____

PARENT/GUARDIAN SIGNATURE

DATE

BUS LETTER/ROUTE: A.M. _____ P.M. _____

STOP ASSIGNED: A.M. _____ P.M. _____

OFFICE USE ONLY:

_____ COMPUTER _____ COPY TO DRIVER _____ STAFF INITIALS