LATE BUS FORM

BUILDING: _____

REPORTED BY: _____

Remember to check the appropriate columns. Complete columns A, B, H, I, J and check one of the following C or D or E or F or G.

If your administrator will NOT notify transportation* indicate that in the comment section. Also include any other important information in the comment section. Do NOT submit this form for a one time occasion. This is to be submitted when the problem is daily or has a pattern such as every Wednesday morning and so on.

A	B	{ C or	D or	E or	F or	G }	H	I*	J*	COMMENTS
Date	Bus Number	Bus is late in the morning getting to school	Bus is late for "noon" pick up	Bus is late for "noon" drop off	Bus is late for pick up on HALF days	Bus is late for pick up on FULL days	Bus arrival time	My building administrator has been notified (date)	My building administrator has contacted Transportation (date)	

	Elementary	Edison, Lincoln, Woodward Elem. Schools	Middle School/ High School	Linden Grove Middle School	Phoenix High School
Teacher Arrival	8:44	8:04	7:25	8:03	7;20
Student Tardy Bell	8:50	8:10	7:33	8:13	7:30
Student Dismissal	3:50	3:10	2:20	2:58	1:00
Teacher Dismissal	3:55	3:15	2:30	3:08	2:25