

# BUS GUEST REQUEST

**\*\* DUE TWO DAYS IN ADVANCE \*\***

Dear \_\_\_\_\_,  
Homeroom Teacher's Name

**Parent SENDING child completes this section:**

I have given permission for \_\_\_\_\_ to go with  
Student's Name

\_\_\_\_\_ as a guest on Bus # \_\_\_\_\_,  
Student's Name

on \_\_\_\_\_,  
Day of Week Date

**Parent RECEIVING child as a guest completes this section:**

I have given permission for \_\_\_\_\_ to come with  
Student's Name

\_\_\_\_\_ as a guest on Bus # \_\_\_\_\_ to my home,  
Student's Name

on \_\_\_\_\_,  
Day of Week Date

I understand that both parties involved (sending child and receiving child) must send in this form. If notes from both parties are not received, the bus guest request will not be granted.

During the day I can be reached at this telephone # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

**Sample copy only: Actual form is green and copies are available in the school offices and the Superintendent's Office or you may download from our website.**