

## **Instructions for Bus Pass Issuance Log**

Use this form to record each original bus pass that is issued to a student and eligible for reimbursement. Make as many copies of the form as necessary to record bus passes for the month. Number each page of the monthly log.

Complete the top of the log by entering the required information.

Use one line of the log for each pass issued. Complete all information for the line, except for the student signature, which must be provided by the student when (s)he receives the pass. Complete the date blank at the time you issue the pass.

Passes that are issued to replace lost passes are not eligible for reimbursement. Do not record them on this log.

## Bus Pass Issuance Log

**School District or Charter School:** \_\_\_\_\_ **County-District Number:** \_\_\_\_\_  
**Calendar Month and Year:** \_\_\_\_\_ **Campus:** \_\_\_\_\_  
**Number of School Days in Calendar Month:** \_\_\_\_\_

	<i>Complete</i> Bus Pass Number	Type of Pass	Student Name	Student Signature*	Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

\* In signing this log, you acknowledge that you have received the listed bus pass.