

DCSS Police Department

Student Transport Form

The following information must be completed when you call for a student transport.

Date:	School:
Person Making Request:	
Name of Student:	
Student's Address:	
Name of Parent or Guardian:	
Parent or Guardian's Address:	
WHERE is student being transported:	
WHY is student being transported:	
Parent or Guardian contacted:	
Was an effort made for someone to pickup student from school:	
Reason student cannot be picked up:	
Is someone home to receive student:	

NOTE: If the student is being transported home, the school must verify that someone is there to receive the student before contacting the Police Department.

If a student is too ill to remain at school and the parents or guardian cannot be contacted, call School Social Workers office at extension 431-1297.

When transporting a student home, the parent or guardian must sign below.

Parent or Guardian's Signature

Date

DCSS Police Officer's Signature

Date