

Commack Middle School

a United States Blue Ribbon School of Excellence

Administration

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Guidance Department

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Temporary Bus Passes

Please be advised that the District has guidelines for the number of students able to be transported on buses. Therefore, when a temporary bus pass is requested, we must contact Transportation to see if there is enough room on the bus. For security reasons we must also verify the student's note has been signed by the residential parent or guardian. Only students who have a current bus pass will be allowed the option of a temporary bus pass.

The procedure for a student to obtain a Temporary Bus Pass is as follows:

- The student is required to have a note from the residential parent/guardian (with a signature) with the student's name, date, their regular bus number, the name of the student they are going home with and that student's bus number.
- The note can be brought to the Counseling Center, "C" House, "D" House or "E" House office. Each of these locations are able to issue a Temporary Bus Pass.
- The notes should be dropped off upon arrival at school in the morning.
- Transportation will be contacted and the student will be informed if they are permitted to ride on a different bus for the day. The student will be able to contact their parent/guardian if there is no space available.