

Bus Pass Rebate Process

Bus passes will be processed on the *first 3 school days* of each month (starting Oct 1). Bring your bus pass to one of the three desks located outside the Business Office and in front of the elevators on the first and second floors. Your name will be verified to our list and we will punch a hole in your bus pass. If your name is not on the list in October you may have filled out the form too late to be on the list for the current month (*Transportation Department takes approximately 5-6 weeks to process an application*). If you are sure you completed a Rebate Form in September do not fill in a second one, you will be on the list next month. If you miss processing your bus pass one month you can do 2 months passes the following month.

Bus Pass processing times:

Before first period from 8:30 to 8:50

During the Lunch break 11:57 to 12:37

First 3 school days of each month

2014-2015

October 1st, 2nd & 3rd= Show September Bus Pass

November 3rd, 4th & 5th= Show October Bus Pass

December 1st, 2nd & 3rd= Show November Bus Pass

January 5th, 6th & 7th = Show December Bus Pass

February 2nd, 3rd & 4th =Show January Bus Pass

March 2nd, 3rd & 4th= Show February Bus Pass

April 1st, 2nd & 7th = Show March Bus Pass

May 1st, 4th & 5th= Show April Bus Pass

June 1st, 2nd & 3rd = Show May & June Bus Pass