Hawkins County Schools Verification
of Busing Information Sign-Off Sheet

School: _____

Person(s) Responsible for Entering, Checking, and Verifying Busing Information in Skyward (please print name): _____

Schools should request busing information from every student at the beginning of the school year. If a student would ride the bus to school at any time during the year, they need a number entered in the computer. Students who are Out of Zone or Non-Residents should not have a bus number. All busing information should be entered on the busing tab on the Student Profile. Students should have an A.M. number and a P.M. number in the "Addresses" section. Be sure on the "Transport" section students that ride a bus have a start date, marked "Yes" after "Transported?" and have the distance transported completed. Enter the number of Miles Transported one way. The system receives funding for distances of 1.5 miles or greater. Schools can obtain a current list of buses from the Bus Shop. This verification form should be submitted to the Attendance Supervisor at the beginning and the end of the school year.

Bus numbers have been entered, checked, and verified by:

_____ _____
Signature of Person Responsible   Date
_____ _____
Principal's Signature   Date