



2020-2021

**ATTENDANCE SHEETS & SEATING CHART PROCEDURES
FOR TRANSPORTATION**

WELCOME BACK!



1. ATTENDANCE SHEETS ARE MANDATORY

- A. TO PROVIDE THE PROPER INFORMATION FOR CONTRACT TRACING
- B. SEE EXAMPLE IF ANY QUESTIONS ON FILLING IT OUT
- C. MUST BE DONE FOR BRING IN & TAKE HOME
- D. FOR BRING IN, IF STUDENT IS NOT ON YOUR LIST AND YOU TAKE THEM TO SCHOOL, PLEASE WRITE THEM IN (SEAT LOCATION & DATE VERY IMPORTANT)
- E. ALL STUDENTS RIDING MUST BE ACCOUNTED FOR....

2. SEATING CHARTS

- A. DRIVERS WILL FILL OUT THEIR OWN
- B. MAKE SURE OFFICE HAS A COPY FOR EACH SCHOOL BRING IN AND TAKE HOME
- C. NO CHANGES, AND STUDENTS SHOULD BE IN SAME SEAT DAILY (SEAT MAY DIFFER FOR BRING IN & TAKE HOME)
- D. BRING IN: 1ST STUDENT TO BACK OF BUS
- E. TAKE HOME: LAST DROP TO BACK OF BUS
- F. EXCEPTIONS: KDG, SIBLINGS, & PROBLEM CHILDREN.
- G. IF ANY CHANGES, MAKE NEW CHART AND TURN IN TO OFFICE
- H. PLEASE SEE A MANAGER IF ANY QUESTIONS ABOUT SEATING

We appreciate your effort in ensuring Transportation employees, students and all U-46 staff stay safe and healthy.

EXAMPLE

Attendance / Seat Assignment Bring In

Week of: 12/7/2020 to 12/11/2020

Last, First	Grade	Mon. Route Info	Tue. Route Info	Wed. Route Info	Thu. Route Info	Fri. Route Info
FOX MEADOW ES MELVIN, ADRIANNA FOX MEADOW ES FUTURE HYBRID GROUP - THURS/FR	06	BusSeat# _____ 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Seat # _____ SALLY VOEL-PEL	<input checked="" type="checkbox"/> 054FME-A BusSeat# _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL
MONTENEGRO, MATEO FOX MEADOW ES FUTURE HYBRID GROUP - THURS/FR	04	BusSeat# _____ 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A BusSeat# _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL
ZADECKI, JAYDEN FOX MEADOW ES FUTURE HYBRID GROUP - THURS/FR	03	BusSeat# _____ 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A BusSeat# _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL
BECERRA, HAILEY FOX MEADOW ES FUTURE HYBRID GROUP - TUES/WED	04	BusSeat# _____ 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A BusSeat# _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL
BONILLA, ALEXANDRA FOX MEADOW ES FUTURE HYBRID GROUP - TUES/WED	06	BusSeat# _____ 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A BusSeat# _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL
CARBAJAL, BRIANNA FOX MEADOW ES FUTURE HYBRID GROUP - TUES/WED	04	BusSeat# _____ 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A BusSeat# _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL
GOLDMAN, BENJAMIN FOX MEADOW ES FUTURE HYBRID GROUP - TUES/WED	04	BusSeat# _____ 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Seat # _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A BusSeat# _____ SALLY VOEL-PEL	<input type="checkbox"/> 054FME-A Bus Seat # _____ SALLY VOEL-PEL

- ATTENDANCE SHEET DETAILS**
- A = SCHOOL OF ATTENDANCE
ALL THE STUDENTS LISTED ATTEND THIS SCHOOL ON THIS ROUTE
 - B = STUDENTS NAME
STOP LISTED ON ROUTE SHEETS
 - C = DAYS THE STUDENT WILL BE ATTENDING
HYBRID GROUP – DAYS IN RED
 - D = SEAT STUDENT USED ON THAT DAY
SEE EXAMPLE: NEXT PAGE
MARK THE SEAT THEY SAT IN **BRING IN AND/OR TAKE HOME**
 - E = X FOR IN ATTENDANCE, **NA** FOR NOT IN ATTENDANCE
ALL BOXES SHOULD BE FILLED IN
SEE EXAMPLE (NEXT PAGE)
 - F = WEEK OF ATTENDANCE
SHEETS TURNED IN EVERY FRIDAY
DO NOT WAIT TILL FRIDAY TO FILL OUT/**DO DAILY PLEASE**
 - G = ROUTE #
 - H = DRIVER OF ROUTE

EXAMPLE

Attendance / Seat Assignment Bring In

Week of: 12/7/2020 to 12/11/2020

Last, First
School Description Grade
Info COVID Schedule

FOX MEADOW ES

MELVIN, ADRIANNA
FOX MEADOW ES **06**
FUTURE HYBRID GROUP - THURS/FR

MONTENEGRO, MATEO
FOX MEADOW ES **04**
FUTURE HYBRID GROUP - THURS/FR

ZADECKI, JAYDEN
FOX MEADOW ES **03**
FUTURE HYBRID GROUP - THURS/FR

BECERRA, HAILEY
FOX MEADOW ES **04**
FUTURE HYBRID GROUP - TUES/WED

BONILLA, ALEXANDRA
FOX MEADOW ES **06**
FUTURE HYBRID GROUP - TUES/WED

CARBAJAL, BRIANNA
FOX MEADOW ES **04**
FUTURE HYBRID GROUP - TUES/WED

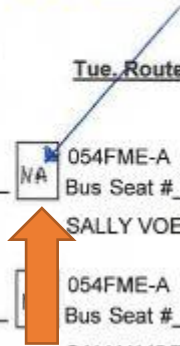
GOLDMAN, BENJAMIN
FOX MEADOW ES **04**
FUTURE HYBRID GROUP - TUES/WED

	Mon. Route Info	Tue. Route Info	Wed. Route Info	Thu. Route Info	Fri. Route Info
MELVIN, ADRIANNA FOX MEADOW ES 06 FUTURE HYBRID GROUP - THURS/FR	BusSeat# _____ NA	054FME-A Bus Seat # _____ NA	054FME-A Seat # _____ NA	054FME-A BusSeat# <u>52</u>	054FME-A Bus Seat # <u>52</u>
MONTENEGRO, MATEO FOX MEADOW ES 04 FUTURE HYBRID GROUP - THURS/FR	BusSeat# _____ NA	054FME-A Bus Seat # _____ NA	054FME-A Seat # _____ NA	054FME-A BusSeat# <u>?</u>	054FME-A Bus Seat # <u>03</u>
ZADECKI, JAYDEN FOX MEADOW ES 03 FUTURE HYBRID GROUP - THURS/FR	BusSeat# _____ NA	054FME-A Bus Seat # _____ NA	054FME-A Seat # _____ NA	054FME-A BusSeat# <u>54</u>	054FME-A Bus Seat # <u>54</u>
BECERRA, HAILEY FOX MEADOW ES 04 FUTURE HYBRID GROUP - TUES/WED	BusSeat# _____ NA	054FME-A Bus Seat # <u>02</u>	054FME-A Seat # <u>02</u>	054FME-A BusSeat# _____ NA	054FME-A Bus Seat # _____ NA
BONILLA, ALEXANDRA FOX MEADOW ES 06 FUTURE HYBRID GROUP - TUES/WED	BusSeat# _____ NA	054FME-A Bus Seat # <u>53</u>	054FME-A Seat # <u>53</u>	054FME-A BusSeat# _____ NA	054FME-A Bus Seat # _____ NA
CARBAJAL, BRIANNA FOX MEADOW ES 04 FUTURE HYBRID GROUP - TUES/WED	BusSeat# _____ NA	054FME-A Bus Seat # <u>04</u>	054FME-A Seat # <u>04</u>	054FME-A BusSeat# _____ NA	054FME-A Bus Seat # _____ NA
GOLDMAN, BENJAMIN FOX MEADOW ES 04 FUTURE HYBRID GROUP - TUES/WED	BusSeat# _____ NA	054FME-A Bus Seat # <u>55</u>	054FME-A Seat # <u>55</u>	054FME-A BusSeat# _____ NA	054FME-A Bus Seat # _____ NA

STUDENT DID NOT ATTEND

SEAT USED

STUDENT ATTENDED SCHOOL













Example
Elgin School District U-46
Student Seating Chart

Route: 054FME-A
Bus: 1070
Driver: NAME

Day: Monday

Routing Scheme: D DEFAULT 20-21

Front of the Bus

D1			S1	
D2			S2	
D3			S3	
D4			S4	
D5			S5	
D6			S6	
D7			S7	
D8			S8	
D9			S9	
D10			S10	
D11			S11	
D12			S12	