



TIM's Pupil Transportation Information Sheet

Pupil Transportation Department
Mat-Su Borough School District
501 N. Gulkana St.
Palmer, AK 99645
P: (907) 761-HELP || F: (907) 761-4083

Special Instructions: When a parent/guardian calls to report a missing student, please gather as much information on this page as possible, being sure to note a contact number for the parent/guardian. Using the information gathered here, follow the Missing Student Flow Chart to help locate the missing student. This is a customer service opportunity; regardless of how anxious the parent/guardian acts, please remain calm throughout the situation. Your cool composure will ensure others are able to play their part in locating the student.

Ask the parent/guardian to notify the school immediately if they locate the student prior to the bus contractor, Pupil Transportation, and/or the school locating the student.

Date and Time Notified of Missing Student

Student's Full Name Student's Grade

Student's Bus Stop Bus Number

What time is the student usually dropped off at their stop?

Other Notes to Help
the Bus Contractor
Identify Student (i.e.,
what is the student
wearing?)

Parent/Guardian's Full Name

Parent/Guardian's Contact Information

Form Completed By