Department: Transportation	Effective Date: 7/1/2014	Procedure Number: 9500
Regulation Number: 1303.72(a)(3); ACF-IM-HS-14-04	Regulation Topic: Bus Attendance	Procedure Title: Bus Attendance Procedure
Version: 1:2014		Version Date: 5/16/2014

Direct service providers that transport Early Head Start or Head Start children should identify a staff person responsible for maintaining a system for documenting attendance of bus riders. This system must include:

- Meeting the bus at school drop off to review the attendance sheet and ensure all children disembarked the bus or are absent.

Use of the weekly "MARC Transportation Attendance Form" (Form 9500) to indicate date and time child boards and exits bus on a daily basis

- Protocol to communicate concerns that arise from attendance process to the appropriate administrator and define the hierarchy for resolving concerns
- Once Form 9500 has been completed in its entirety it is to be retained for three (3) years from the date of submission of the final annual expenditure report of the current five (5) year grant; not to exceed 8 years

Programs may obtain an electronic file of Form 9500 from the MARC website or by email request to the MARC Head Start Quality Assurance Coordinator or designated MARC Head Start staff.

Reviewed: 8/13/25