



## Billet Information Form

**(Required by all out of town bus students)**

Hello RRTVA students and parents

As we make plans for all possible situations, we feel it is vital to have some billet plans in place just in case a situation arises where school buses are not running at the end of the school day. For any RRTVA student traveling by bus to take programming, it is important to have a billet contact in the program community.

If your parents do not have a family connection in the community you are attending, please work with the instructor/principal of your program school to arrange a safe place to stay when necessary. This contact information needs to be available at the host school and parents must be informed so that everyone knows where you can be reached if the buses are not able to return at the end of the day.

Please complete this Billet Information Form and return it to your instructor/principal of the program location. **Your instructor will keep a copy and submit a copy to the school office.**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Home School

\_\_\_\_\_  
Program Name

\_\_\_\_\_  
Program Location

\_\_\_\_\_  
Billet Name

\_\_\_\_\_  
Billet Phone Number

\_\_\_\_\_ My child does have a connection in the community where she/he is attending their RRTVA programming. I have the contact information of where my child will be billeted if necessary.

\_\_\_\_\_ My child does not have a family connection in the community where they are attending. Please work with me and my child to determine where they will stay in these circumstances.

\_\_\_\_\_  
Parent Guardian Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date