



## NOTICE OF NON-DELIVERY

Transportation  
Department

Special Needs  
Transportation

**Date:** \_\_\_\_\_

To: Parents or Guardians of \_\_\_\_\_  
Student(s) name

We attempted to deliver your child at (time) \_\_\_\_\_ and again at (time) \_\_\_\_\_.

**There was no authorized person available to receive your child(ren). After the second delivery attempt, we transported**

\_\_\_\_\_  
**Student(s) Name**

**to the Northside Independent School District Police Department located at 5619 Grissom Road. Please call NISD Police Dispatch 397-5600 as soon as possible to arrange the pick up of your child(ren). A special needs routing office manager or assistant manager may be contacted by calling 397-0870 during regular business hours.**

Sincerely,

\_\_\_\_\_  
**Driver/Assistant**

**Bus #** \_\_\_\_\_