



Stafford Public Schools

OFFICE OF BUSINESS SERVICES
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Deborah Szymanski
Interim Business Manager

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Dear Parent or Guardian:

Summer vacation is flying by and the new school year will be starting in a few short weeks! At the district business office we are preparing bus routes for the 17-18 school year. If your child needs daily transportation service to a location other than your home address, please submit your request to the school office where your child will be attending as soon as you have the necessary information. **Please be advised, any request for a bus change received after Friday, August 4, 2017 will not take effect until Monday, September 11, 2017.** During the school year, **the school office must be notified of any changes in student pick up and drop off points at least 48 hours in advance, except for an emergency.** Bus routes are carefully planned to ensure the timely arrival of students at school and to make full use of the available seating on each vehicle. The majority of our buses run at seating capacity, which makes it difficult to accommodate student transfers after the routes are established. Please review the policy outlined below when requesting a change of bus assignment.

The mandatory transfers described below will be the only type of transfers permitted and must be requested through the school office. It will no longer be possible to honor any non-mandatory student transfer requests. Transportation for non-mandatory student transfer requests must be provided by a parent or guardian.

Child Care:

Transportation to **no more than one child care provider** in your child's school attendance zone. The transportation schedule must be permanent and a signed document requesting this transfer must be on file.

Legal Agreement:

Transportation to **two** home addresses in your child's school attendance zone. A copy of the legal document must be on file.

Emergency Transfer:

We understand that occasionally an emergency may occur. This transfer must be authorized by the school administrator or his/her designee.

Thank you in advance for your cooperation and understanding.

Sincerely,

Deborah Szymanski
Transportation Coordinator

Patricia A. Collin, Ed.D.
Superintendent of Schools

Copies to: School Administrators
M & J Bus, Inc.