

Stafford Public Schools



Diane Peters
Business Manager

OFFICE OF BUSINESS SERVICES
11B LEVINTHAL RUN
STAFFORD SPRINGS, CT 06076
TEL. 860-684-4211 EXT 3 * FAX 860-684-4260
E-MAIL petersd@stafford.k12.ct.us

July 2018

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 18-19 school year. If your child requires 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 10, 2018 will not take effect until Monday, September 10, 2018.** 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 not 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,

Diane Peters
Transportation Coordinator

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