



April 6, 2016

Action Required

Dear Parent/Guardian:

Beginning Monday, May 2, 2016, Hempfield School District is altering how we manage transportation for Special Operating Plans (SOP). Special Operating Plans are coordinated for days when Hempfield is not in session as per the annual school calendar, but Hempfield still provides bussing for your student's non-public school.

Every one of these days can result in a bus number, bus stop location, and bus stop time that is different from the "normal" daily plan. The reason for this difference is because varying schools are open during each Special Operating Plan.

Due to low student participation for the current Special Operating Plan service, Hempfield is implementing a *Non-Public School Request for Transportation Form for Special Operating Plans (SOP)*. This form is enclosed.

Please review and **complete the form if** you would like your student to have a bus plan on days when your school is open but Hempfield is closed. If you **do not** need transportation on these days, then you do not need to complete and return the form. Again, if you do not complete and return the form, your student will not receive a transportation plan on Special Operating days.

Additionally, if you would like to make us aware that your student can be removed from the bus roster on the daily plan, please email or call us with that information.

Sincerely,

Derrick Frank
Transportation Coordinator
derrick_frank@hempfieldsd.org
717-898-5606

