

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 **<u>complete the form if</u>** 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, <u>if you do not complete and return the form</u>, 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 <u>derrick_frank@hempfieldsd.org</u> 717-898-5606



Non-Public School Request for Transportation Form

for SPECIAL OPERATING PLANS (SOP) 2015-2016 & 2016-2017

- 1. Special Operating Plans are coordinated for days when Hempfield is <u>not</u> in session as per the annual school calendar.
- 2. Each Special Operating Plan is uniquely different depending on which non-public schools are open.
- 3. When transportation is arranged for your student(s), you will be notified of the plan via email, bus letter in the mail, or a phone call prior to the implementation of each Special Operating Plan.
- 4. This form must be completed <u>annually</u>.

Requested Start Date

- 5. If your need should change during the school year, you may resubmit this request form. Any change should be submitted at least two weeks prior to a Special Operating Plan.
- Failure to complete this form will result in your student(s) being removed from the bus roster for days when a Special Operating Plan is in effect.

Student Name (1)		School Name	
Student Name (2)		School Name	
Student Name (3)		School Name	
Student Name (4)		School Name	
Parent (1) Name		Cell #	-
Parent (2) Name		Cell #	-
Home address	City	Home Phone #	
Parent (1) Email	arent (1) Email Parent (2) Email		
SPECIAL OPERATING PLANS are coordinated for days when Hempfield is <u>not</u> in session as per the annual school calendar.			
We <u>are</u> requesting bussing for days when Hempfield is <u>not</u> in session for; AM and/or PM			
We are not in need of bussing for days when Hempfield is not in session.			
Signature of Parent or	Guardian	Date	
Return to: <mark>By May 2, 2016</mark>	Transportation Office, Hempfield Sc 200 Church Street, Landisville, PA 1 FAX (717) 459-5119 or email to: ma	7538	