



Dr. Therese T. Walter Education Center
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Matthew Lane, Ed.D., Superintendent of Schools
William M. Fendya, Business Manager

Sent via email on June 19, 2023

To the Parents / Guardians of [student's name]:

I hope you are enjoying your summer break. The process of bus routing for the upcoming 2023-24 school year has actually been underway for a couple months. Our routing software is a powerful tool, but it still relies on the information we get from you to be correct and up-to-date.

The transportation requirements in place at the end of 2022-23 school year will carry over into the 2023-24 school year. Please take a moment to review your student's most current bus route information:

To School/From School	Stop Location
To School	[insert stop location here]
From School	[insert stop location here]

***Important Note** - Custody/Shared Custody Exceptions do not carry over and must be renewed before every school year even if the info has not changed (See *Special Request for Variation* form below)

If the 'To School/From School' and 'Stop Location' are blank, you were likely Parent Transport and not utilizing school-provided transportation. In this case, you will not have transportation scheduled for the 2023-24 school year unless you take the action outlined below.

If the schedule information listed above will continue to meet your transportation needs to start the 2023-24 school year, then you are all set and no action is required on your part at the present time. You will receive an email on or about August 24th, 2023 that will provide you with your student's Bus #, Stop Location and Times. Please continue to monitor this email account for updated information and enjoy your summer!

If the schedule information listed above will not meet your transportation needs to start the 2023-24 school year, then action is required on your part now. Please determine which of the following situations applies to you and act accordingly. In order to plan, practice, refine and implement the bus routes, changes/requests made after August 1st, 2023 will not be implemented before October 2nd, 2023 so you should plan accordingly.

Address Changes - Submit *Bus Route Request* form

Before submitting, please remember:

- Permanent address changes must be made with the School Registrar, Kristina Sonney (814-273-1033 Ext 5905), before students can be routed to a new address,
- **Your student's current listed address is: [location here]**

- If no *Bus Route Request* form is submitted, students are routed to and from their home address on file with the School Registrar by default,
- Students are allowed to have one AM pick-up location (Mon-Fri) and one PM drop-off location (Mon-Fri),
- AM and PM can be different as long as they are the same locations Mon-Fri (Example - PM drop-off at Day Care, AM pick-up at YMCA, Grandparents, etc)
- *Bus Route Request* forms can be found on the Transportation page of the General McLane website (<https://www.generalmclane.net/central-office/transportation/>)

Custody Agreements / Shared Custody - *Special Request for Variation* form <Must be Renewed Every Year>

- parents live at different addresses which are both inside the District
- one variation allowed per student (Ex: Student is transported to mom's address Mon/Wed/Fri and to Dad's on Tue/Thurs.)
- form requires a copy of a custody agreement (submitted or already on-file w/District) -
OR- both parent's signatures
- *Special Request for Variation* form can be found on the Transportation page of the General McLane website (<https://www.generalmclane.net/wp-content/uploads/2016/03/SpecialBusRequest-Variation.pdf>)
- **This form must be renewed every school year**

Please remember that your bus routing change affects the schedule of every student on your student's bus route. To minimize the impact of those changes, it is important to have information that is as accurate as possible before August 1st.

Contact us with any questions at the GM Service Center at (814) 273-1033 Ext 6900.

David Cannon
Transportation Manager, General McLane School District