



Sister Denise Paul, O.P. Transportation Coordinator
516-483-7383 x229

IMPORTANT TRANSPORTATION MEMO

To: All members of the SHA community who utilize bus service from your local public school district

At present, the districts are planning for school year '12-'13

PLEASE READ THE FOLLOWING VERY CAREFULLY as directions/ applications vary from district.

FOR ALL DISTRICTS THE DEADLINE FOR APPLICATION IS APRIL 1, 2012

- Some districts mail applications home to students already receiving transportation
- Some districts mail applications to school [SHA] to be distribute
- Some districts require a portion of the application to be filled out by a school official
[Sister Denise at SHA]

*****IN ALL CASES, THE INDIVIDUAL STUDENT IS RESPONSIBLE TO RETURN THE COMPLETED FORM TO THE SCHOOL DISTRICT BEFORE THE APRIL 1,2012 DEADLINE***

If you receive an application in the mail which requires Sister Denise to fill out school information, the procedure is:

- 1] Student brings the application to the Xerox office in the morning and places it in the appropriate box
- 2] Sometime during the day the student must return to the Xerox office to pick up the completed application and then must mail the application to the school district.

If you do not receive an application in the mail, the student must go to the Xerox office to pick up an application which already has the school information on it. The student is responsible to mail this application to the school district.

If you have any question regarding transportation, please call Sister Denise directly at 516-483-7383.