

**WARWICK VALLEY CENTRAL SCHOOL DISTRICT**  
**PO BOX 595**  
**WARWICK, NY 10990**  
**845-987-3035**  
**845-988-5694 (FAX)**

To Parent and/or Guardian:

This letter is to inform you that the Board of Education completed their review of the transportation policy relating to scheduling bus stops. The board modified the current policy to allow parents with proof of joint custody to have split scheduling within the same attendance zone on minimum alternating week periods based on stipulated criteria put forth in policy 8410.

The new policy will require that you submit to the Supervisor of Transportation the following:

- A) A request in writing by April 1<sup>st</sup> preceding the school year in which such transportation is requested or within 30 days of execution of custody order; and
- B) Copy of valid and binding legal document (e.g. court order or court approved document) indicating joint or shared custody and the specific schedule of custody with each parent, which must be in increments of a least one week with each parent.

Other criteria include:

1. Both parents must reside within the same attendance zone and the child attends school within such attendance zone.
2. The child will be transported to the same location on each day of the week.
3. The child, as determined at the sole discretion of the school district is able to understand and remember to which parents he or she will be transported each week.
4. The maximum capacity of the school bus will not be exceeded as a result of such transportation.

For reasons of safety, the district will not transport students to different locations on different days of the week.

This letter is sent to you to allow sufficient time for you to comply with the above.

Enclosed is a request form for your use. April 1<sup>st</sup> is the due date for all requests for transportation changes for the next school year.

Should you have any questions please call 845-987-3035.

Sincerely,

Laura Chalusian  
Supervisor of Transportation