



# CLINTON TOWNSHIP SCHOOL DISTRICT

128 Cokesbury Road, PO Box 6 Annandale, NJ 08801

*"Where Children Come First"*

Dr. Drucilla W. Clark, Superintendent of Schools • (908) 236-7235 x 519 • [dclark@ctsd.k12.nj.us](mailto:dclark@ctsd.k12.nj.us)

June 21, 2016

Dear Parents:

Scheduling for District transportation routes begins in early July. To serve our families in the best way possible, we will need to receive any changes in your information no later than August 15<sup>th</sup>. Below is a list of important details for you to review while updating any information with the District regarding transportation.

Please register new students as soon as possible. Please do not wait until late summer or the first day of school. If you are a new registrant or know someone that is moving into the district, it is important that a child is registered as soon as possible. It takes time to set-up bus routes, and therefore transportation cannot be guaranteed for the first day of school if the proper paperwork is not completed and received in the District office by **August 15th**. Below is a link to our transportation information for your review.

<http://www.ctsd.k12.nj.us/wp-content/uploads/2012/07/Student-Transportation-Information-Sheet.pdf>

- Please inform all of your student's respective schools of any personal changes, inclusive of address and phone number changes, as they happen. Routes and stops are based on this data. If it is incorrect, a child's stop will be incorrect.
- Please be sure the District's e-mail address is in your contact list. If it is not, our communication regarding bus routes will go into Spam and you will not receive the information in a timely manner. For your records, the following is the District's e-mail address: [transportation@ctsd.k12.nj.us](mailto:transportation@ctsd.k12.nj.us)
- Clinton Township buses do not travel into all cul-de-sacs. Please check the CTSD website and click on Transportation for additional information. <http://www.ctsd.k12.nj.us/transportation/>
- If you are utilizing special in-district childcare/daycare arrangements, you must reapply each year before August 15th. The District will not duplicate prior years arrangements. Please complete and submit the Application for Student Transportation Request for In-District Childcare/Daycare Arrangements form at [www.ctsd.k12.nj.us/transportation](http://www.ctsd.k12.nj.us/transportation). When you have completed the form, please click on "submit"; the form will automatically be transmitted to our office. This form refers to **childcare arrangements only**.
- If you are requesting a change in your stop or appealing a route, please send your request or appeal to our transportation e-mail address: [transportation@ctsd.k12.nj.us](mailto:transportation@ctsd.k12.nj.us). Please note in the subject line: APPEAL, Alternate Stop or Change of Address. ***August 15th is the deadline for changes, but the sooner, the better. No changes will be made after that date for the first day of school.***
- ***Any changes requested and made after August 15th, will go into effect on or about September 12<sup>th</sup>.***
- Initial bus route information will be e-mailed to parents on August 8<sup>th</sup>.
- Final bus stop information will be emailed to parents on August 22<sup>nd</sup>.
- The quickest way to request changes or ask any questions is to communicate through our transportation e-mail address. Requests or questions made regarding transportation on a Friday may not be answered until Monday.

The Transportation Department is working to make busing a positive experience for all. We understand that everyone is busy, but please do not leave this to the last minute. All of this information can be found on our website. Please also review the school calendar and highlight half days and holidays. It may seem like a simple thing, but buses often become delayed on half days, when we are trying to find parents and emergency contacts. All bus rules can be found in your child's School Agenda or the Student Handbook on page 12, located under "District Links" on our website.

We wish you all a wonderful summer and are looking forward to an event free year in transportation in Clinton Township!

Sincerely,

*Dr. Drucilla Clark*

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The Clinton Township School District, in partnership with the community, achieves excellence for each child by ensuring a meaningful and challenging educational experience in a supportive environment, developing life-long learners who are responsible and productive citizens.