



NORTH ANDOVER PUBLIC SCHOOLS

Christopher Hottel, Superintendent
Kevin Hutchinson, Ed.D., Assistant Superintendent
James Mealey, Business Administrator
Joyce Laundre, Director of Special Education

May 11, 2011

Greetings from North Andover Schools, Transportation Office.

Our transportation programs are dedicated to providing the best possible transportation to students via school buses to and from school each day. I am writing to you today to share information about our programs and to request your response by returning the enclosed forms to me at your very earliest convenience.

Students in grades K-6 who live 2.0 miles or more from St. Michael's School are eligible for town funded transportation. **Each student must be signed up for a bus using the 'Transportation Request Form'**. Automatic bus assignments will no longer be done and bus passes will only be provided to those who have submitted a request form. To guarantee your student's school bus transportation for the opening of school in September, **the request form must be received no later than July 1, 2011.**

All other students (grades K-6 who live less the 2.0 miles and all 7th and 8th graders) who wish to ride must be enrolled in our paid transportation program, using the 'Paid Transportation Enrollment Form for 2011-2012'. Please read the form carefully as it contains a lot of information for you.

Enclosed you should find the appropriate forms for each of your students. If you need additional forms, feel free to make copies or you may contact the St. Michael's School Office.

All bus passes will be mailed to the student's home during the month of August, providing that I have received their enrollment/request form. If you are planning to move during the summer, kindly submit your change of address with your enrollment form.

Thank you for your continued cooperation. Should you have any questions or concerns, please direct them to me via e-mail zengilowski@northandover.k12.ma.us.

Best wishes for a safe and happy summer vacation.

Pam Zengilowski

Pamela L. Zengilowski
Transportation Administrator

Enclosures

Cc: Susan Gosselin, Principal, St. Michael's School

Administration Offices
1600 Osgood Street, Suite 3-59, North Andover, MA 01845-1050
Phone: (978) 794-1503
Fax: (978) 794-0231



NORTH ANDOVER PUBLIC SCHOOLS
Paid Transportation Enrollment Form 2011 - 2012
For Students in Grades K - 12

In order to provide an option for parents of students who are ineligible for town-funded transportation, North Andover Public Schools will again be offering a fee-paid bus service for students in grades K-6 who live less than 2 miles and more than 1/2 mile from their school and all students in grades 7 -12 regardless of the home to school distance.

Service will be provided to and from school for the school year following the policies and guidelines adopted by the North Andover School Committee and will include but are not limited to the following:

1. The rate charged will be the same for all students (see bus fee schedule below)
2. The method for assignment of bus stops will be the same for paid and eligible riders.
3. Preferential service will not be given to paid riders.

For transportation of students to and/or from a childcare facility i.e., Kindercare, Little Learners, Little Sprouts, North Andover Youth Center, private homes, etc., that are located within the student's assigned school district, or any address other than the student's home, parents must complete and sign the Alternate Transportation Authorization Form and submit it to the transportation office for review and approval. A minimum of five days is required for processing.

All Transportation Forms may be obtained at your child's school office, the Transportation Office and on the North Andover Public School website www.northandoverpublicschools.com. Click 'Transportation'.

Bus passes are mailed to students homes during the months of July and August. Sibling passes are mailed separately and there could be several weeks between their arrivals. After September 1, 2011, all bus passes will be forwarded to the student's school office. Parents are always welcome to pick up student passes at the Transportation Office.

September bus routes, schedules, and detailed information about transportation should be available by mid August, 2011, on our transportation website: www.northandoverstudenttrans.com. Bus routes will be available at Stevens Memorial Library, North Andover Town Hall and will be published in the North Andover Citizen and the Eagle Tribune approximately one (1) week prior to the opening of school in September.

STUDENT BUS FEE SCHEDULE: (Pending approval of the School Committee)

For payments postmarked or received on or before July 8, 2011, the discounted fee is **\$270.00**
 For payments postmarked or received between July 9 and July 31, 2011, the fee is **\$300.00**
 For payments received on or after August 1, 2011, the increased fee is **\$330.00**

Bus fees are not reduced for one-way transportation.

Questions or concerns may be directed to the Transportation Office at zengilowskip@northandover.k12.ma.us.

Kindly provide all of the requested information below for each child in grades K – 12 in the spaces below. Kindly make your **check or money order made payable to "Town of North Andover"** and mail or deliver the completed form with your payment to: North Andover Public Schools, Transportation Office, 1600 Osgood Street, Suite 3-59, North Andover, MA 01845

Student's Name:	School	grade/session	\$ fee
Student's Name:	School	grade/session	\$ fee
Student's Name:	School	grade/session	\$ fee
Student's Name:	School	grade/session	\$ fee
			Total Fee Due \$

Parent/Guardian Signature	Telephone
Address	e-mail address (optional)
North Andover, MA 01845	Today's Date

Fax To:
978-794-0231

TRANSPORTATION REQUEST FORM

2011-2012

Please submit a separate form for each student
Additional forms are available on the NAPS website



STUDENT INFORMATION:

Male Female

Last Name

First Name DOB / /
MM/DD/YYYY

Address Apt./Unit #

Home Phone

Cell Phone E-mail address

COMMUNITY PROGRAMS:

Circle Days of Attendance

- Breakfast Club M T W Th F
- KidsStop M T W Th F
- New Schedule Change

ENROLLMENT STATUS:

- School HS MS St. Michael's School
 Atk Fra Kitt Sar Tho
- Kindergarten Session Full Day AM
- Grade as of September, 2011

CHECK ALL THAT APPLY:

- Newly registered student
- Change of address within town
- Transfer to new school or grade within town
- New resident in town
- Student name change
- Paid Rider (attach enrollment form and payment)
- Eligible Student: Will Ride Decline Busing
- Special Needs Transportation
- Alternate pickup/delivery location (attach signed form)
- Approved Open Enrollment transfer (attach letter)
- Involuntary Voluntary
- Other (explain below) Problem or request

ADDITIONAL INFORMATION: (If more space is needed please use the reverse side of this page). Or send e-mail to:
zengilowskip@northandover.k12.ma.us

REQUESTED START DATE: ____/____/____

DISPOSITION: FOR OFFICE USE ONLY

- ELIGIBLE PAID RIDER NOT ELIGIBLE - REASON: _____

TRIP	BUS NUMBER	BUS ARRIVAL	BUS STOP LOCATION
To SCHOOL			
To HOME			
Date Processed	Effective Date	Bus Pass Status: Mailed Interoffice Picked Up	Transportation Administrator Authorization