



Pasadena Elementary School

P.O. Box 40
Pasadena, Newfoundland
AOL 1K0

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June 25, 2015

Dear Parents/Guardians:

I ask that you please read this letter and attached sheets carefully and respond accordingly in September.

The Newfoundland and Labrador English School District (NLESD) decides which students are eligible to ride on a bus as well as which route they are assigned to based on their home (civic) address, and which students are not eligible to travel on the bus because they are in the walk zone or outside our school catchment area. I have listed this information on the attached sheet for each family.

► Firstly, please ensure that your home address is correct.

If it is correct . . . please fill out the bottom form with the stop your child will be using and return it to the school with your child(ren) on the first day of school.

If it is incorrect . . . please indicate this on the form. If you are unsure if this new address makes your child ineligible to ride the bus, then contact the school between August 31 and September 4. We will let you know what changes this will make re: eligibility/route/stop.

► If your child(ren) are eligible for bussing but would prefer a different route for the year (ie: to go to a sitter), please indicate this on the form, fill out the attached "courtesy seat request form", and return it with your child on the first day of school or bring it in to the school ahead of time between August 31 and September 4.

► If your child(ren) are in the walk zone or outside the catchment area and you wish to have them use the bus to travel to/from school on one of the designated bus routes, you can also indicate this on the form, fill out the attached "courtesy seat request form", and return it with your child on the first day of school or bring it in to the school ahead of time between August 31 and September 4.

Please keep in mind that each child is only allowed one bus route (red, yellow, green or blue). Students cannot use one bus route in the morning and another route in the afternoon. You must make a choice. Anyone abusing this rule could lose bussing privileges.

Courtesy seats will be awarded (provided there is space available on the bus) first to students who are eligible to ride on the bus, but wish to travel on a different bus, then to students who are not eligible to ride on the bus (starting with the youngest students first). All of this is on a first come/first serve basis, so do not delay getting your request into the office.

The school will send home confirmation of courtesy seating once decisions have been confirmed.

Bussing Information Sheet

(2015-16 School Year)

Please fill out only one sheet per family

Student(s) name(s): _____

Home Address: _____

Based on this address, your child(ren) is/are

Eligible for bussing: Route: _____

In the walk zone

Outside the school catchment area

Please fill out the following:

Our home address is correct yes no, our correct address is:

Please check one of the following:

We will be using the route listed above and will use this stop: _____

We would like to apply for a "courtesy seat" on

Route: _____

Stop: _____

Parent/Guardian Signature: _____ Date: _____

Courtesy Seat Request Form

FOR COMPLETION BY PARENT/LEGAL GUARDIAN:

School: _____ Date: _____

Student 1: _____ Grade: _____ DOB: _____ Homeroom: _____

Student 2: _____ Grade: _____ DOB: _____ Homeroom: _____

Student 3: _____ Grade: _____ DOB: _____ Homeroom: _____

Parent/Legal Guardian: 1. _____ 2. _____

CIVIC ADDRESS - Street #: _____ Street Name: _____ Community: _____

Current bus route assigned to: _____ (if applicable)

REQUEST OPTIONS:

- A) Courtesy Seat on bus route (other than your assigned one) and bus stop: _____ / _____
 OR (route request) (bus stop request)
- B) Change in bus stop along your assigned route: _____
 (bus stop request)

Duration for which you are requesting this Courtesy Seat or Bus Stop:

Start date: _____ End date: _____

Note: maximum - all of current school year, minimum - 1 week

Rationale for Request:

I, _____ wish to have my custodial child(ren) (indicated above) avail of a courtesy seat(s) as defined by the Eastern School District. I understand that, if approved by the school administrator, this approval can be rescinded at any time (1 weeks notice) if the seat(s) is required for an eligible student or in extenuating circumstances at the discretion of the District.

Parent/Legal Guardian Signature: _____

FOR SCHOOL COMPLETION ONLY:

School: _____ Contractor: _____

Student: _____ Approved: Not Approved:

Route: _____ Bus Stop: _____ Start/End Date: _____

Student: _____ Approved: Not Approved:

Route: _____ Bus Stop: _____ Start/End Date: _____

School Administrator Signature: _____ Date: _____

If APPROVED, a copy of this section ONLY must be distributed to Contractor/Regional Manager with a minimum 2 working days notice.