

Letter A

Dear \_\_\_\_\_:

The Red Clay Consolidated School District has a policy that states that a parent, guardian, or designated person must be at the bus stop to receive Special Education students who must be met by an adult (as specified in the student's IEP), who require adult assistance, and/or who are five years of age and under.

On \_\_\_\_\_, when we attempted to drop off your child, there was no one at the bus stop to receive this child. Prior to returning your child to school, the Transportation Department made all attempts to reach you by telephone. If your child is returned to school again, you will receive a warning. The third time, a neglect referral will be made to the Division of Family Services, and we will discontinue the bus transportation for your child.

If you would like to discuss this further, please feel free to contact me.

Sincerely,

Principal

Letter B

Dear \_\_\_\_\_:

The Red Clay Consolidated School District has a policy that states that a parent, guardian, or designated person must be at the bus stop to receive students who attend kindergarten, or are five years of age and under.

On \_\_\_\_\_, when we attempted to drop off your child, there was no one at the bus stop to receive the child. Prior to returning your child to school the Transportation Department made all attempts to reach you by telephone. If your child is returned to school again, you will receive a warning. The third time, a neglect referral will be made to the Division of Family Services, and we will discontinue the bus transportation for your child.

If you would like to discuss this further, please feel free to contact me.

Sincerely,

Principal