



Bobby Cook
Principal

Phenix City Intermediate School

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Lane Lindsay
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July 31, 2018

Dear Parent or Guardian,

We are very excited to have your student with us for the 2018-2019 school year! As we're making final preparations, I'd like to inform you that transportation information is now available online. To access this information, please follow these directions:

- 1). TYPE: **PCBOE.NET** (PHENIX CITY BOARD OF EDUCATION WEBSITE)
- 2). CLICK ON **PARENTS** AT TOP OF PAGE AND A DROP BOX WILL OPEN THEN CLICK ON **BUS ROUTES**.
- 3). ENTER THE STUDENT'S ADDRESS THAT YOU HAVE REQUESTED FOR PICK UP AND DROP OFF LOCATIONS (THIS MAY BE THE STUDENT'S RESIDENTIAL ADDRESS OR ANOTHER DESIGNATED LOCATION THAT YOU HAVE REQUESTED IN WRITING AT THE SCHOOL.)
- 4). SELECT GRADE YOUR STUDENT WILL BE IN AND CLICK GO.
- 5). SELECT SCHOOL YOUR STUDENT WILL BE ATTENDING.

VIEW THE LINE FOR THE CLOSEST STOP TO YOUR DESIGNATED PICK UP AND/OR DROP OFF LOCATION YOU HAVE REQUESTED AT THE SCHOOL FOR YOUR STUDENT. THIS INFORMATION IS LOCATED UNDER "DISTANCE TO STOP". THE INFORMATION ON THIS LINE WILL GIVE YOU THE TIMES FOR PICK UP AND DROP OFF; LOCATION THE BUS WILL STOP AND THE BUS NUMBER. LOOK AT THE STOP TIME NOT SCHOOL BELL TIME. IF YOU ARE UNCERTAIN ABOUT THE LOCATION OF STOP, CLICK VIEW THE MAP.

****IMPORTANT NOTE REGARDING TRANSPORTATION PROCEDURAL CHANGES****

The pick-up and drop off addresses you enter for step #3 above must match the pick-up and drop off addresses you entered in your student's Infosnap registration account. If either address you enter is different from what was entered in the Infosnap account, you must provide written notification to PCIS by 12:00 noon the day before the change is to take place. Changes requested after this deadline will be denied, and the parent will be responsible for transportation for the student. Written notification can be delivered in person to the PCIS front office, or sent via the student to give to the student's home base teacher. Please ensure the written notification contains parent/guardian name and signature, parent/guardian phone number, and the physical address the change is for.

Cordially,

Mr. Bobby W. Cook, Jr.
Principal