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July 12, 2018

Dear Parent/Guardian:

It is imperative that Phenix City Schools provides safe and efficient transportation for our children to and from school each day. To ensure such transportation, the following procedures and guidelines regarding any route change is effective immediately. Please know that routes are determined by the information that you provided during registration. You may correct that information by contacting the local school as soon as possible and prior to August 1, 2018.

- Parents must submit a request to change a route in writing to the school.
- The written request must be submitted by 12 PM the day before the route change is to go into effect.
- It is the parent's responsibility to provide transportation if the 12 PM deadline is not met or the request is denied.
- Transportation is limited to your child's school attendance zone.
- All requests are subject to the approval of the school administrator and the transportation supervisor or designee.
- Route changes for the remainder of the year may require an updated proof of residency.

The school office may consider an emergency change (i.e. bereavement, hospitalization, sickness) beginning, Monday, August 20, 2018. **Transportation emergencies prior to this date are the responsibility of the parent.**

We look forward to serving you this school year and thank you for your cooperation and support regarding this important matter.

Sincerely,

William R. Wilkes
Superintendent