



Dr. Krista M. Antonis – Superintendent  
Mr. Steven Ritter – Director of Business

March 22, 2022

## RE: TRANSPORTATION OF NON-PUBLIC STUDENTS

Dear Sir or Madam:

It is time again to start planning our bus routes for the 2022-2023 school year. We will need to know the names, addresses and grade levels of all Annville-Cleona students attending your school as soon as possible. Please note that we do not have a K4 class in our district and therefore do not transport K4 students. The size of the vehicle and route depend on the enrollment information provided. Our routes should be finalized by July 1, 2022. It will be difficult to make changes after that date. Please include a copy of your calendar and the school hours with the 2022-2023 roster.

Attached is a copy of Annville-Cleona's Transportation Request form, Inclement Weather Information and calendar for next year. Please be sure to give the Transportation Request form to ALL families. It is needed for the student(s) to be rostered to the bus/van.

Also, please provide an updated email address if available and contact person. I can be reached at [sfrancis@acschools.org](mailto:sfrancis@acschools.org). Hopefully this will prevent delays or confusion for those changes that occur to original school calendars. It is imperative that transportation be notified immediately of any changes that occur throughout the year. This will be an effective way to communicate any early dismissals that might arise during the year resulting in requesting Annville-Cleona students dismissing from non-public schools.

If you have any questions, please contact me at 867-7600 ext 5081.

Sincerely,

A handwritten signature in cursive script that reads "Shauna M. Francis".

Shauna Francis  
Transportation Secretary

ANNVILLE-CLEONA SCHOOL DISTRICT

Non-Public School Enrollment/Request for Transportation Form

\*\*\*\* THIS FORM MUST BE FILLED OUT AND RETURNED IF YOU REQUIRE TRANSPORTATION\*\*\*\*
A NEW REQUEST MUST BE COMPLETED EACH SCHOOL YEAR

Non-Public School Name: School Year:

Parent or Guardian's Full Name:

Home Phone: Emergency Contact Name:
Emergency Contact Phone:

Student's Street Address: Zip:

Email Address:

Table with 4 columns: Full Name of Student, School Name, Grade, Birthdate

CHECK ONE-REGULAR BUSING SCHEDULE:

- We are requesting Anville-Cleona School District transportation.
We are not requesting Anville-Cleona School District transportation.

CHILD CAREGIVER INFORMATION:

If you plan to have your child get on and off the bus at a caregiver's residence, please complete the section below.
If you plan to have your child picked up and dropped off with a caregiver, that residence must be located in the
Anville-Cleona School District. Multiple pick-up and drop-off locations will be not be permitted.

Caregiver's Name Telephone Number

Caregiver' Address (must live within Anville-Cleona School District)

I am requesting: AM Only PM Only Both AM & PM

Return by mail/ email to: Anville-Cleona School District email: sfrancis@acschools.org
Shauna Francis
520 S White Oak St
Anville, PA 17003

To assure transportation for the 2022-2023 school year, please return this form to the address listed below by
June 30, 2022. Details of transportation will be mailed to you in August. For students requesting transportation
after the school year has started, transportation will be provided within two weeks. IF THIS FORM IS NOT
RETURNED, it will be understood your student does not need transportation for the entire 2022-2023 school year
and WILL NOT be assigned. Thank you for helping to keep our buses safe and our rosters current.