



**Northeastern  
Clinton  
Central  
School  
District**

**Lorna M. Tetreault  
Transportation Supervisor**

**TRANSPORTATION DEPARTMENT  
103 ROUTE 276  
CHAMPLAIN, NY 12919**

**Phone:** (518) 298-8242 ext. 1121

**Fax:** (518) 298-8343

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September 1, 2023

*Dear Parents/Guardians,*

*Thank you for trusting Northeastern Clinton Central School Transportation Department to transport your child/children to and from school. We take the health and safety of our students very seriously. Our goal is to make their ride enjoyable.*

*On the NCCS Webpage you will find the most current Transportation Request Form to be used when changing your child/children's pick-up and/or drop off schedule. Reminder that all changes, with the exceptions noted on the form, will take place at the end of the school quarter. The dates are October 16<sup>th</sup>, January 1<sup>st</sup>, March 11<sup>th</sup> and May 27<sup>th</sup>. Please call our office at the above number two weeks before the end of the quarter to give our department time to make the change for you.*

*Due to safety and liability concerns, before requests are granted for students to be picked-up and/or dropped-off at a work place, the transportation department requires the following:*

- *Letter submitted by parent explaining reason for change*
- *Letter of permission from place of business*
- *NO impact on route – must be on the same bus as previous pick-up & drop-off*
- *No change to attendance sheets or seating chart*
- *Roadway pick-up and drop-off*
- *Follow Quarterly Changes only rule*
- *Must be approved by Transportation Supervisor on a case- by-case basis.*

*If you have a new address, questions or concerns, please feel free to contact me (518)298-8242 Ext. 1121.*

*Sincerely,*

*Lorna Tetreault*

*Transportation Supervisor*