



**Northeastern  
Clinton  
Central  
School  
District**

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

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

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

**Lorna M. Tetreault  
Transportation Supervisor**

---

September 1, 2022

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 September 19<sup>th</sup>, November 14<sup>th</sup>, January 30<sup>th</sup>, and April 10<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