



Lexington Public Schools

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Elaine Celi
Transportation Coordinator

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Dear Parent:

The Transportation Office is being requested to allow students whose parents live apart and share custody of them to have an additional seat on a second bus route so they may be transported to/from the home of either parent. We are pleased to announce that we are able to make the accommodations requested. If this situation applies to you, please contact the Transportation Office with the documentation required.

Parents requesting two bus routes must have formalized Custody Arrangements and produce the following:

- 1) Produce a Court Certified Copy of the Custody Agreement (original only) showing the custody arrangement concerning the student. This document will be retained in the student's file at the student's school.
- 2) If the custodial arrangements are Joint Legal Custody, a permission slip must be on file allowing the release of the student to the non-custodial parent. A form will be provided. Both parents must sign. It is the responsibility of the custodial parent to notify the School and Transportation Office of any changes.
- 3) Live within the same school district in order to receive two bus assignments;
- 4) Both parents must request multiple bus assignments at the time of registration; and
- 5) An additional payment per extra seat must be paid before the pass is issued.

The above will be the process into the future for an additional bus route for students whose parents live apart. We hope that this satisfies the need for your child to be transported to two different homes.

If you wish to have a second bus pass issued to your child, please provide the information requested to the above address, attention: Transportation Department.

Sincerely,
Elaine Celi
Transportation Coordinator