



Northampton Area School District

Brian Leskowich, Director of Transportation

District Administration Office

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New Procedure for Bus Assignment Changes

Effective November 7, 2012, the beginning of the second marking period, Northampton Area School District Transportation Office will require all requests for changes to transportation arrangements to be submitted in writing using the Transportation Change Request form. The Transportation Office will no longer accept phone calls for busing changes.

A Transportation Change Request form may be obtained from any of our building offices, the Transportation Office at the District's Administration Building, or from the Parent Resource link on the District website at www.nasdschools.org. All requests for changes will require advance notification. Please allow a **minimum** of three (3) days upon the receipt of this form by the Transportation Office for any changes to be in effect.

The Transportation Office will confirm receipt of the request and respond back to the requesting party with the new bus information and effective date.