

Needham Public Schools • 1330 Highland Avenue • Needham, Massachusetts 02492

Mary Lammi, Assistant Superintendent, Student Support Services
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August 2019

Dear Parents/Guardians,

Your child's Individual Education Program (IEP) includes the provision of special education transportation. Needham contracts with the vendor listed below through a vendor contract search. **Your child's exact assignment, pick-up time, and other key information will be shared with you in August.**

Van Pool	P.O. Box 268, Franklin, MA	508-530-5000 (Wrentham)
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This company will be transporting your child and will contact you at the end of the summer. They will provide you with contact information should you need to cancel transportation to or from school. If your child will be absent please call the transportation company at least 30 minutes prior to pick-up. We appreciate your efforts to make that call.

Shane Marchand and Diana Baccari will be your contact people here in Needham. Should there be a change in your home address or your child's school day schedule, please make sure you notify Diana or Shane:

transportation@needham.k12.ma.us
781-455-0400 x 11242 or x11234

As in previous years, we want to share with you **important transportation procedures** for your child's transportation:

- Transportation for your child will be provided between your student's out of district placement and your home in Needham or another regular Needham address (e.g. childcare address in Needham).
- The Special Education Department must approve your student's transportation plan, including schedule and pick-up/drop-off locations. The Transportation Department will provide services based on the approved transportation plan.
- To maintain efficient routes for all students, we can accommodate only permanent changes in pick up and drop off locations. Unfortunately, we will be unable to honor special requests or accommodate short-term changes to your child's transportation plan.
- In the case of a weather-related cancellation either in Needham or in the town in which the out of district school is located, transportation services will be cancelled.
- Needham Public Schools will provide after school transportation to a location other than the student's residence only if identified in the student's IEP.

We appreciate your adherence to these procedures. You will be hearing from the company(s) listed above by the end of August. Please contact Shane Marchand if you do not hear by August 28th.

Mary Lammi

Shane Marchand

Mary Lammi
Assistant Superintendent, Student Services

Shane Marchand
Director of Transportation