



## Action Required

May 3, 2023

Dear Parent/Guardian:

For the 2023-2024 school year, each Non-Public household requesting transportation through Hempfield School District must complete the Non-Public Transportation Request Form. This document will communicate your transportation needs for “regular” operating days, “special operating plan (SOP)” days, and provide us with necessary emergency contact information. We have included this form for your use.

Special Operating Plans are coordinated for days when Hempfield is not in session per Hempfield’s annual school calendar, but Hempfield still provides busing for your student’s non-public school. Every one of these days can result in a bus number, bus stop location, and bus stop time that is different from the “normal” daily plan. The reason for this difference is that varying schools are open during each Special Operating Plan.

Please review and complete the HSD Non-Public Transportation Request Form **if** you would like your student to have a bus plan on “regular” operating and/or special operating plan days. If you **do not** need transportation, then you **do not** need to complete and return the form. Again, **if you do not complete and return the form, your student will not be on any bus roster.** If your needs should change throughout the school year, please feel free to complete a new form to update us or let us know your student will no longer need transportation.

You can access this form anytime at [www.hempfieldsd.org/transportation](http://www.hempfieldsd.org/transportation) . Please let us know if you have any questions regarding this process. **To ensure your student is on the bus roster for the start of the 2023-2024 school year, please return it to us by Monday, July 10<sup>th</sup>.**

Your child’s bus information for “regular” and “Special Operating Plans” will only be available through the Stopfinder app. Your child’s bus information will be available in the Stopfinder app on Monday, August 14th. If you do not yet have the Stopfinder App, a new link will be sent out this summer. A paper bus letter will not be mailed this August. A paper bus letter will only be mailed to students whose Primary Contact does not have the Stopfinder App.

Sincerely,

Derrick Frank  
Director of Transportation

**HEMPFIELD SCHOOL DISTRICT**

**Non-Public School Enrollment/Request for Transportation Form for 2023-2024**

Hempfield provides busing to Non-Public students that attend a school within a ten-mile radius of the district's boundaries. To receive busing for your Non-Public student, the following will need to be completed.

- **The below form needs to be completed annually. Failure to complete this form annually will result in your student(s) not being assigned to a bus for either a regular schedule or a SOP.**
- **Your Non-public school will need to send us an updated roster with your student listed. • Hempfield Student Services may require some additional information to verify residency.**

When transportation is arranged for your student(s), you will be notified of the plan via email, bus letter in the mail, or a phone call prior to the implementation. If your need for busing should change during the school year, you may resubmit this request form. Any changes to your Special Operating Plan (SOP) needs should be submitted at least two weeks prior to the event. If we have a SOP, a detailed letter will be mailed out about one week prior to the date of the event.

Parent/Guardian's Full Name (1) \_\_\_\_\_

Parent/Guardian's Cell #: (1) \_\_\_\_\_ Parent/Guardian's Email: (1) \_\_\_\_\_

Parent/Guardian's Full Name (2) \_\_\_\_\_

Parent/Guardian's Cell #: (2) \_\_\_\_\_ Parent/Guardian's Email: (2) \_\_\_\_\_

Home Street Address \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_

Full Name of Student School Name Grade Birthdate \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**REGULAR BUSING SCHEDULE (When Hempfield is in session) (Check the appropriate below):** We are requesting Hempfield busing for days when Hempfield is in session.

\_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ No Transportation Required

**SPECIAL OPERATING PLAN (days Hempfield is not in session, but your school is open) (Check the appropriate below):**

We are requesting Hempfield busing for days when Hempfield is not in session.

\_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ No Transportation Required

**Signature of Parent/Guardian Date Please return this form to: Transportation Office,  
Hempfield School District**

200 Church Street, Landisville, PA 17538

**FAX (717) 459-5119 or email to: [transportation@hempfieldsd.org](mailto:transportation@hempfieldsd.org)**