

Alyssa Gwinnell
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Michael Kenyon
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COLUMBIA SCHOOL SYSTEM
HORACE W. PORTER SCHOOL
3 SCHOOL HOUSE ROAD P.O. BOX 166
COLUMBIA, CONNECTICUT 06237



June 6, 2016

Dear Parents and Guardians,

In preparation for next year's transportation needs, if you would like your child to be picked up or dropped off at a place other than your residence, please send any requests to the Office of the Superintendent by July 15.

Requests for changes will be honored with the following stipulations:

1. If the child care request is honored, that there is space available on the bus to which the student would be assigned.
2. While the a.m. pickup may be different from the p.m. drop off: the location of the a.m. pickup must be the same Monday through Friday and the p.m. location drop off may have one alternate site.
3. Any requested change in transportation during the school year will be honored only if conditions 1 and 2 are met. This change must be in effect for a minimum of three months. Any such requests must be submitted to the school office at least one week in advance. Forms are available in the school office.

Please send the requests to Karen Johnson via email at kjohnson@hwporter.org or via mail at:

Office of the Superintendent
Karen Johnson
P.O. Box 166
Columbia, CT 06237

Thank you and have a wonderful summer,

Michael Kenyon