

OPEN ENROLLMENT TRANSPORTATION INTEREST LETTER  
2018-2019

Dear Parent(s)/Guardian(s) of Clark-Shawnee Open-Enrollment Student

We have received your request to be considered for district transportation for your open-enrolled student(s). It is our goal to support our open-enrollment students with transportation to the degree that space on buses allows.

The rider counts have been monitored and will continue to be monitored throughout the school year. There may not be space available on all buses and availability of space may not be guaranteed for the entire school year if the rider count changes.

In order to be considered, you will need to complete the form below for each child and return it to the Clark-Shawnee Transportation Department, within five school (5) days. It is important to note that completing this form does not guarantee transportation services.

Sincerely,  
Jacob Mattern  
Transportation Supervisor  
Clark-Shawnee Local

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Child's Name: \_\_\_\_\_

Child's Grade: \_\_\_\_\_ School Attending: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Complete and return this form to the Clark-Shawnee Transportation Department by sending it to school with your child, faxing it to 937-328-5397, or e-mailing the completed form to [Jacob.Mattern@cslocal.org](mailto:Jacob.Mattern@cslocal.org)