

DISTRICT OFFICE

JEFF POWERS, Supt.
320-286-4100 Ext. 1003
TINA PALMER,
Business Manager
320-286-4100 Ext. 1002

FAX: 320-286-4101

DASSEL-COKATO PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT NO. 466
4852 Reardon Avenue SW
SUITE 1700
COKATO, MINNESOTA 55321
Website: www.dc.k12.mn.us
"An Equal Opportunity Educator and Employer"

BOARD OF EDUCATION

KEVIN BJORK, Chair
RICHARD TORMANEN, Vice Chair
IRENE BENDER, Clerk
REBECCA CLEMEN, Treasurer
MARK LINDER, Director
TRACY MCCONKEY, Director

October 1, 2013

Dear Parent or Guardian,

Each day the Dassel-Cokato School District and Cokato Transportation are responsible for ensuring over 2,000 students arrive to school and return home safely. In order to do this, each student assigned to an ISD 466 school bus route is included on a roster with a designated pick-up and drop-off stop. These rosters are created to make sure busses are not overcrowded, and they run safely and efficiently.

NOTICE: To ensure student safety, effective immediately, the following procedure will be in place for all students grades K-12:

To allow any change in a student's pick-up or drop-off location, students must receive a Bus Pass. A Bus Pass may be issued with permission from a parent or guardian with a written note, phone call or an email. **These requests must be received by the school office no later 2:00 pm prior to the route change.**

The following information is needed to issue a bus pass:

- (1) Student name(s) (*First and Last*),
- (2) Grade(s),
- (3) Date of requested route change,
- (4) Route: AM or PM,
- (5) Regular Route Bus #,
- (6) Alternate Bus # (*if known*); and
- (7) Name, address and phone number of the requested stop.

IMPORTANT: Students will only be allowed to get on the bus or off the bus at an established stop. Also, when sending a note or email allowing permission for a Bus Pass, please give the name *and* address of the location change (*i.e. not "grandma's" as most drivers do not know who the student's grandma is, or where she may live.*).

This information is needed to ensure your child's safety. **Students will not be allowed to ride an alternate bus or get off at a different stop without this pass.** Please contact Nicole Carlen, Transportation Coordinator, at (320) 286-4100 ext. 1005 with any questions.

We appreciate your help with this matter,
Dassel Cokato Public Schools

"In partnership with our communities, Dassel-Cokato Public Schools will provide all learners opportunities designed to maximize their potential and promote lifelong learning."