Date

To the Parent of (Student’s Name)

Dear (Parent)

Thank you for your recent request concerning the bus stop for your Junior High School child. Your concern is that the location of the bus stop is not desirable for you or your child.

Our records show that there is a bus stop at (Location). The distance between your address and the bus stop are within a reasonable distance for a junior high school student and is an established bus stop for the public school students in your neighborhood. According to School Board Policy, junior high students may be required to walk up to one mile to a designated bus stop.

The location of the current bus stop is consistent with bus stop placement throughout the district and meets all legal requirements for placement and visibility. For these reasons, we will have to deny your request for a new bus stop location.

If we can address any other transportation concerns, please give our office a call at (Area Code) (Phone Number).

(School District)

Transportation Department