



SARAH SMITH ELEMENTARY SCHOOL  
INTERMEDIATE CAMPUS/PRIMARY CAMPUS  
4141 WIEUCA ROAD, NE/ 370 OLD IVY RD.  
ATLANTA, GEORGIA 30342  
404.802.3880/404.802.3850

MICHAEL J. FOREHAND, ED.D.  
PRINCIPAL

November 29, 2017

Dear Parents,

It is the policy of the Atlanta Public Schools Transportation Department to transport only students assigned to an authorized and verified address entered into the Infinite Campus database during enrollment. Bus drivers are no longer permitted to drop any student off at any residence other than what is assigned to that student. Students may not ride home with a friend, nor have a friend ride home with them. This policy is in place to guarantee the safe delivery of all students assigned to ride the bus.

APS Board Policy ED R (1):

[The Transportation Department will create bus routes based on the residence addresses provided through the registration process two (2) weeks prior to the scheduled start date for the school year. No adjustments will be made to bus routes until the end of the second full week of the instructional year in August. After the second full week of school, bus routes will be adjusted on a weekly basis based on new enrollments and address changes. Route adjustments will be made based on residence addresses entered into the student information system by the close of business on Wednesday each week. New routes will become effective on Mondays.

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Please do not send any notes requesting your child to ride another bus, as we will not be able to approve the change. The Transportation Department and Sarah Smith Elementary take the safety and accountability of your child very seriously. To that end, we must run an accountable school departure process and transportation system in order to ensure that students are safe. Thank you for your attention to this.

Sincerely,

*Dr. Michael J. Forehand*

Michael Forehand  
Principal