



Email for Transportation: sces.transportation@spencer.kyschools.us (click)

Transportation changes must be made by 1:30.

CAR RIDER EXAMPLE:

John Smith in Mrs Teacher's classroom will be a car rider today. His car rider number is 123.

****If someone other than who is listed in their Infinite Campus contact list is picking them up, please add their name to the note as well.**

BUS RIDER EXAMPLE:

John Smith in Mrs. Teacher's classroom will be a bus rider. He will ride route 23. The physical address is 123 Any Street, Taylorsville, KY 40071.

On all communication you need:

- Student's first and last name
- Classroom teacher's name
- Car rider number if they are a car rider
- Bus route number AND physical address if they are riding the bus

Other requests:

- Either send in a note in the morning or email sces.transportation@spencer.kyschools.us and copy classroom teacher by **1:30 pm**. A confirmation email will be sent back to you and if you do not receive one, please double-check the receipt by calling the office at 502-477-6950.
- Please try to have notes written on a standard sized- paper. Post-it's and other small papers can be difficult to read.
- DO NOT use direct communication on ROOMS to inform us of transportation changes as it cannot be monitored closely enough to ensure we receive the message that way.

We appreciate your help in this matter. We want to get all 800 of our Cubs home safely everyday and this protocol ensures we can do that!