



SCHOOL DISTRICT OF SPRINGFIELD TOWNSHIP

Transportation Center

103 West Montgomery Ave • Erdenheim, PA 19038 • P: 215.233.6095 • TransOffice@sdst.org

Online Registration for Transportation Now Open

July 1, 2020

Non-Public School Families:

I'm writing to you today to let you know that our online registration portal is now available for your family if you would like transportation service for the 2020-2021 school year.

As you continue to consider how the educational environment will look for your child(ren) during these challenging times, I'd like to briefly comment on our plans at the School District of Springfield Township. Our entire administrative team has been actively participating in dialogue with school districts around the state, including our immediate surrounding area. We're reviewing guidance from a number of entities and organizations, and have more decisions to make about the recommendations that we're currently seeing and how we can best serve the families of our school district.

It has been agreed at the local, state, and national level that one of the biggest challenges in the current school environment is transportation. It is unfortunately not feasible for schools or transportation providers to double staffing and fleet sizes in an effort to reduce the number of students in a bus. Because of this, we are working to ensure that in all cases possible, we are not seating more than two students in any one bus seat (designed for up to three riders).

While we recognize that allowing two riders per seat does not provide for optimal social distancing, in many cases it is the best we are currently able to do in order to minimize risk while offering transportation for our entire eligible population. To further mitigate risk, we will most likely be requiring all students to wear masks or face coverings at all times on the school bus.

Because we would prefer to provide physical separation between students whenever possible, **we are strongly recommending that families who have the ability to drive their child(ren) to and from school choose to do so for the foreseeable future.** That choice generously aids in providing the safest environment possible on the school bus for our students that would otherwise lack access to their education.

Additional guidance and information regarding procedures to protect our population are still under consideration and will be published as decisions are made.

Instructions regarding the online registration process can be found on the next page of this letter for those parents who feel that our service remains the best option for their children to get to/from school.

Finally, while most of our staff continues to telework, we are in the process of increasing our ability to be responsive by telephone in case you have questions during this process. If we can be of assistance to you, please either email TransOffice@sdst.org or call 215-233-6095. Any voice messages left will be accessible to us so that we may return calls at our earliest opportunity.

Thank you for your patience and understanding throughout this process and the 2020-2021 school year.

Sincerely,

A handwritten signature in blue ink that reads "Nathan Bray".

Nathan Bray, Director of Transportation
School District of Springfield Township

Where Schools and Community are One

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Process/Tips for Non-Public/Private/Parochial School Students Registering for Transportation

- Visit <https://www.sdst.org/departments/transportation/non-public-transportation-info>
- Look for the header that says “Online Registration Now Open”
- Review the items/documents that you will need so that you have everything ready during the registration process
- Follow the link to Secure Online Registration
- Click the orange Start button to begin
- You will only need to enter your parent/guardian information once, though each student will be entered separately
- While you will be required to select whether you would like to apply for free or reduced lunches, we are not able to assist non-public/private/parochial students with this. Please select “no” and work with your school of choice on this matter if you would like to apply.
- Both in the beginning of the process and at the end, you will notice that the system mentions making appointments to visit the registrar. **You need not make an appointment.** Non-public/private/parochial students will be verified by your uploaded documents. If we need additional information from you, we will reach out.
- If you have questions or difficulties in the process, please reach out to TransOffice@sdst.org or our Transportation Office at 215-233-6095.
- **If you most recently attended Springfield Township Public Schools, you must also complete the withdraw process** before we can process your transportation request. More information can be found at <https://www.sdst.org/about-us/withdrawing-your-child>

What you must do:	What you will need:
<ul style="list-style-type: none"> • Visit our Non-Public Transportation Info Website, and look for online registration instructions. • Register your child(ren) who will be attending a charter, non-public, or parochial school and who would like transportation provided. • Registration must be completed between July 1, 2020 and July 22, 2020 	<ul style="list-style-type: none"> • Access to a computer and scanner OR a smartphone with the ability to take photos. • A state issued driver’s license or identification card of the primary guardian who lives within Springfield Township • Any ONE of: Title, deed, agreement of sale, settlement papers, current tax bill, or current lease • Your most recent utility bill (PECO/Aqua/BCWSA) • The most recent of ONE of: Paystub, current vehicle registration, IRS document, or bank statement • Your child(ren)’s birth certificate