



## GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

1340 TANYARD ROAD • SEWELL, NEW JERSEY 08080

TRANSPORTATION OFFICE  
856-464-2383 • FAX 856-468-1106

April 21, 2016

APR 28 2016

Mr. Scott Henry  
School Business Administrator/Board Secretary  
Glassboro Public Schools  
560 Joseph L. Bowe Boulevard  
Glassboro NJ 08028

APR 29 2016

Dear Mr. Henry:

Recently several Gloucester and Salem county school districts have been designated as Choice Schools. Resident school districts are responsible for arranging either transportation or AIL payments for the students attending these schools. The documentation and paperwork needed to process these students is either very similar or identical to those needed for nonpublic students.

We would like to offer you the option of coordinating the paperwork for any of your students who are attending an out-of-district Choice school. This would include placing the student in our May and/or July 2016 bid, notifying the parents by letter of either transportation arrangements or AIL payments, contacting the schools to verify attendance, sending vouchers to the parents/guardians, etc. The cost would be \$2.50 per student, the same as for your nonpublic students. The enclosed Guidelines contain additional information and procedures about this program.

Enclosed are two copies of a 2016-2017 Contract for Participation in GCSSSD's Choice Student Program as well as a copy of the 2016-2017 Choice Student Program Guidelines.

Please present the enclosed contract to your Board for approval. Sign each copy (original signatures required), affix your Board seal, and return both copies to GCSSSD by **May 27, 2016**. We will return a fully executed copy to you as soon as they are complete.

Please let me know if you have any questions or concerns. We look forward to serving your district in the 2016-2017 school year.

Sincerely,

Diane Gormley  
Director of County Services - Transportation

c: Susan Spence, Transportation Supervisor

Enclosures



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TRANSPORTATION OFFICE  
856-464-2383 • FAX 856-468-1106

April 21, 2016

Mr. Scott A. Campbell  
School Business Administrator/Board Secretary  
Greenwich Twp. Public Schools  
415 Swedesboro Road  
Gibbstown NJ 08027-1199

Dear Mr. Campbell:

Recently several Gloucester and Salem county school districts have been designated as Choice Schools. Resident school districts are responsible for arranging either transportation or AIL payments for the students attending these schools. The documentation and paperwork needed to process these students is either very similar or identical to those needed for nonpublic students.

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Sincerely,

Diane Gormley  
Director of County Services - Transportation

c: Regina Minitti, Transportation Coordinator

Enclosures

**2016-2017 CONTRACT**  
**FOR PARTICIPATION IN**  
**CHOICE SCHOOL PROGRAM**

**THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT**, 1340 Tanyard Road, Sewell, New Jersey 08080, hereinafter referred to as Special Services School District and **Glassboro Public Schools**, Gloucester County, New Jersey, by and through **Mr. Scott Henry**, duly authorized and appointed representative of the District Board of Education, hereinafter referred to as District, covenant and agree that:

1. Special Services School District shall provide confirmation of required Choice Student Attendance information to District in order to facilitate the District's compliance with state regulations regarding Choice Transportation including the payment of Aid-in-lieu.

2. District agrees to participate in the Gloucester County Special Services School District Choice School Program for the school year 2016-2017 (which period shall not exceed twelve (12) months) at a cost of \$2.50 per Choice Student application on file with GCSSSD on November 1, 2016.

3. Special Services School District and District agree to be bound by the Gloucester County Special Services School District Choice Student Program Guidelines.

4. District acknowledges that this Agreement is not self-renewing and may be renewed for renewal periods not to exceed one (1) year.

\_\_\_\_\_  
President, Gloucester County                      Date  
Special Services School District

\_\_\_\_\_  
President, District                                      Date  
Board of Education

\_\_\_\_\_  
Board Secretary, Gloucester                      Date  
County Special Services School District

\_\_\_\_\_  
Board Secretary, District                              Date  
Board of Education

SEAL

## Gloucester County Special Services School District Choice Student Program Guidelines

1. The Participating District will send Choice student applications for the 2016-2017 school year to GCSSSD as soon as they are received. GCSSSD will place these students in a Bid to be held in May and/or July 2016. A list of students eligible for Aid-in-lieu payments and/or transportation will be forwarded to the District. Copies of all applications will be maintained in GCSSSD's files.
2. Letters will be sent to parents notifying them of the cost of their child's transportation and requesting that they confirm whether or not they will pay the cost of transportation which is over \$884/student/year. GCSSSD will notify the District as to the parents' decision.
3. If parents/guardians agree to pay the excess transportation costs, it will be the District's responsibility to arrange for payment from the parent. GCSSSD will bill the District the full cost of the transportation route(s) on a monthly basis.
4. Letters will be sent to parents informing them as to whether their child(ren) will receive transportation or Aid-in-lieu.
5. Request for Payment of Transportation Aid-Choice School Student Vouchers will be sent in January and May to all parents whose child(ren) are eligible for Aid-in-lieu payments for the 2016-2017 school year. The original, completed vouchers will be returned to the District on or before the first week of February/June. Vouchers received after the due date will be forwarded to the District as soon as they are received. GCSSSD will not keep copies of the completed vouchers.
6. GCSSSD will contact each Choice school in mid-October to ascertain the continuing attendance of eligible students for DRTRS reporting and again in January and May (B8Ts) for Aid-in-lieu payments. The original, completed B8T will be sent to the District on or before the third week in October for DRTRS reporting, and on or before the last week in January and the last week in May in order for the district to process Aid-in-lieu payments. A copy of each B8T will be maintained in GCSSSD's files.  
  
GCSSSD will establish contacts at each Choice School in order to monitor student attendance, including change of addresses, change of school placement, etc. All information will be forwarded to the District in a timely manner.
7. GCSSSD will charge the Participating District \$2.50 per 2016-2017 school year Choice Student application on file in our office as of November 1, 2016. An invoice will be sent to the Participating District in November 2016.