



**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 29 2016

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

Dear Mr. Henry:

Enclosed are two copies of a 2016-2017 Contract for Participation in GCSSSD's MVC On-line Abstract Request Program as well as a copy of the 2016-2017 Abstract Request Guidelines.

As you know, all districts are required to provide updated school bus drivers' MVC abstracts to the county office on a yearly basis as well as to keep on file abstracts for other eligible staff. Currently, abstracts must be obtained on-line through NJCAIR, which charges a yearly registration fee of \$150.00. GCSSSD will provide this service to districts at a yearly cost of \$21.00 per district. Your district will provide us with a list of eligible staff names and license numbers and we will retrieve the abstracts and return printed copies to you. **COPIES OF YOUR DISTRICT'S ABSTRACTS WILL NOT BE KEPT BY GCSSSD.** The attached Guidelines contain additional information and procedures about this program.

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 completed. An invoice for the \$21.00 fee will be sent to you when we receive the signed copy of your contract.

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

Enclosures

**2016-2017 CONTRACT**  
**FOR PARTICIPATION IN**  
**MVC ON-LINE CUSTOMER ABSTRACT INFORMATION RETRIEVAL**

**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 MVC abstracts for eligible District staff obtained through the NJMVC On-line Customer Abstract Information Retrieval System.

2. District agrees to participate in the Gloucester County Special Services School District MVC On-line Abstract Request Program for the school year 2016-2017 (which period shall not exceed twelve (12) months) at a cost of \$21.00.

3. Special Services School District and District agree to be bound by the Gloucester County Special Services School District MVC On-line Abstract Request 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 Special Services School District                      Date

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

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

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

SEAL

**GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT**  
**MVC Abstract Request Form**

**Please type or print clearly!**

District Name: \_\_\_\_\_

Person Requesting Abstracts: \_\_\_\_\_

Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Staff Name	License Number

**Use Additional Pages as Needed**

**Please contact Diane Gormley, 856-464-2383 with any questions.**