



## POQUOSON CITY PUBLIC SCHOOLS

500 City Hall Avenue, Poquoson, Virginia 23662

(757) 868-3055 Fax (757) 868-3107

August 25, 2022

Dear PCPS Families:

Poquoson City Schools' Transportation Department is looking forward to transporting your student to and from school for the upcoming 2022-2023 school year. We want to make sure that your child is picked up and dropped off at the correct bus stop location. At the beginning of each school year, every student is automatically assigned to the **bus stop closest to their home address.**

Enclosed is an Alternate Location form that **ONLY needs to be completed** if your child requires an alternate pick up or drop off location during the week. No more than two permanent alternate locations can be used per year. No daily bus changes will be accepted.

Please return the completed form by September 2, 2022 via one of the following:

- Deliver to- School Board Office- 500 City Hall Ave., Poquoson, VA 23662
- Fax- School Board Office at 757-868-3107
- Email- School Board Office at [lisa.page@poquoson.k12.va.us](mailto:lisa.page@poquoson.k12.va.us)
- Mail- Poquoson School Board Office, Transportation Department, Attn: Lisa Page, 500 City Hall Ave., Poquoson, VA 23662

You will also have an opportunity to update transportation information during Open House at your child's school.

If you have any questions or concerns, please contact Transportation at 757-868-3055. Thank you for your assistance and we look forward to transporting your student.

Sincerely,

A handwritten signature in black ink that reads "Brandon Ratliff". The signature is written in a cursive style.

Brandon Ratliff, Ed.D.  
Assistant Superintendent for Operations