

Whitehall-Coplay School District

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DIRECTOR OF PERSONNEL

As the newly appointed Supervisor of Transportation for the Whitehall-Coplay School District, I am writing to introduce myself and share important updates in preparation for the **2026-2027 school year**. My commitment is simple: to ensure our transportation services are precise, professional, safe, and reliable for all our students.

I look forward to collaborating with each of you. To maintain operational excellence and effective resource use, we are implementing updated protocols and enforcing others that have been in place for our out-of-district transportation. These changes are designed to support our drivers' schedules and ensure daily operations run smoothly.

1. Our Transportation Policies

- **AM Absence / PM Return (Single Rider Stops Only):** If a student is not transported to school in the morning (due to a "no-show" or parent transport), the bus will **not** automatically return for the afternoon run. If an afternoon ride is required, a parent or school official must contact our Transportation office by **11:00 AM** to confirm the student's presence, otherwise, the PM Transportation will be canceled for that student.
- **The "Three-Day Rule"** : If a student is the sole individual at a designated stop and fails to use the bus for three consecutive days **without** notifying the transportation office, service to that stop will become inactive. Service will not resume until a parent or guardian formally requests a restart by calling our office.
- **Strict PM Dismissal Windows:** Our drivers are instructed to adhere to a rigid schedule to ensure timeliness for all students. Drivers can wait for a maximum of **ten (10) minutes** from your school's provided dismissal time. Students must be present and ready to board within this window; otherwise, the bus must depart to maintain the integrity of the route schedule.

Operational Expectations and Communication

Accountability is a shared responsibility. Schools and parents are required to keep the transportation department informed of any changes to schedules, including late starts, early dismissals or absences. These protocols are in place to ensure we can provide the best possible service throughout the 2026-2027 school year.

2. Critical Deadline: Act 372 Forms and Proof of Residency

All Act 372 forms and required proof of residency for the 2026-2027 school year must be submitted to the Registration Department no later than **May 29, 2026**. Timely submission is essential for finalizing routes and guaranteeing every eligible student has transportation on the first day of school.

According to Pennsylvania Law, non-public students are entitled to transportation to non-public schools as follows:

1. A district which provides transportation for resident public-school students must also make identical provisions for the transportation of resident non-public students.
2. Transportation for non-public school students must be provided to and from the non-public school in which the student is enrolled, even if the non-public school is located outside the district so long as that distance is not greater than 10 miles beyond the district's nearest boundary.

Proof of Residency Requirements

If you own your home: Deed OR current year property/school tax bill OR current mortgage statement

If you are renting: Signed, Lease Agreement

ALONG WITH ONE OF THE ABOVE ITEMS, PLEASE PROVIDE:

1. Current utility bill OR paystub OR bank statement OR billing statement
2. Your photo ID

PLEASE EMAIL COMPLETED 372 AND PROOF OF RESIDENCY TO MICHELLE KHOURI AT khourim@whitehallcoplay.org.

Any 372 transportation forms not received prior to the May 29th 2026 deadline are not guaranteed to be on a schedule for the first day of school. Act 372 requests received after the start of school could take 5-7 days to process.

Contact Information:

Please use the following channels to ensure your inquiries are handled efficiently:

- **Personnel Issues (Specific Bus Driver/Staff Member Concerns):**
 - Contact Kyle Kremposky at: kremposkyk@whitehallcoplay.org
- **General Inquiries (Routing, Scheduling, Daily Updates, etc.):**
 - Email the general WCSDTransportation office: transportation@whitehallcoplay.org
- **RESIDENCY and Act 372 Contact**
 - Michelle Khouri at: khourim@whitehallcoplay.org

Kyle Kremposky

Supervisor of Transportation Services

Whitehall-Coplay School District

610-437-4780 Ext. 1856



WHITEHALL-COPLAY SCHOOL DISTRICT TRANSPORTATION FORM (ACT 372)

All Whitehall-Coplay School district residents must submit proof of Legal Residency on a yearly basis along with their 372 transportation form before transportation is granted.

PLEASE EMAIL COMPLETED 372 AND PROOF OF RESIDENCY TO MICHELLE KHOURI AT khourim@whitehallcoplay.org.

Any 372 transportation forms not received prior to the **May 29th 2026 deadline** are not guaranteed to be on a schedule for the first day of school. Act 372 requests received after the start of school could take 5-7 days to process.

Act 372 Transportation Request

1. Student Name _____ Date of Birth ____/____/____

Circle one: Male Female _____ Grade Entering _____

2. Address _____

City _____ ZIP _____

3. Name of Non-Public School attending _____

4. Name of School District (in which you reside) _____

Mother/Guardian

Father/Guardian

Name _____

Cell Phone# _____

Work Phone # _____

Home Phone # _____

Email _____

LOCAL EMERGENCY CONTACT (OTHER THAN PARENTS)

Name _____

Relationship _____ Phone # _____

Parent/Guardian Signature _____ Date _____

Principal Signature _____ Date _____