



# Valley Stream UFSD Thirteen

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*Constance D. Evelyn, Ed.D., Superintendent of Schools*

September 26, 2018

Dear Valley Stream UFSD Thirteen School Community,

In early August, I wrote to you regarding a new policy and administrative procedure approved by the Board of Education to enhance transportation services in our district. As indicated in my initial letter, as of the end of the third week of school, the district has established ridership to determine the number of students eligible in grades K-3 and the amount of seats available. Currently, there are 23 available seats district-wide when considering both eligibility and seat availability for students in kindergarten through third grade.

I have attached a summary of the administrative procedure that is aligned with the district's revised policy as a critical piece of information to help families understand the process we will engage in to ensure that Walk-Back Passes are issued in a timely fashion. This week we will finish our analysis of students in grades four through six to prepare for any further opportunities to issue Walk-Back Passes should K-3 families decline the chance to take advantage of the Walk-Back Pass Program.

As with all new initiatives, there may be continued opportunities for the district to provide clarifying information or build additional systems supporting this effort. Please be assured that we are open to feedback from our school community and hope to be advantaged by the potential of these informational exchanges.

Thanks again for your continued patience and support for the administration of this new transportation regulation.

Sincerely,

Constance D. Evelyn, Ed.D.  
Superintendent of Schools

## **VALLEY STREAM UFSD THIRTEEN WALK-BACK PASS VERIFICATION PROCESS**

1. Establish ridership by the end of the third week of school.
2. Create a list of all students eligible for walk-back passes.
3. Contact each family to advise them of eligibility.
4. If family chooses to participate in the program, a walk-back pass agreement form must be signed and returned to the transportation office. This form will be:
  - a) available in the transportation office, or
  - b) can be sent home with the student through their school or via email, or
  - c) can be scanned to the parent via email
5. Once the signed agreement form is received by the transportation office, the walk-back pass will be issued. The pass will be effective immediately, and will be valid for remainder of the school year.
6. Concurrently, a general letter under the Superintendent's signature will be distributed via virtual backpack and posted on the Valley Stream UFSD Thirteen website, notifying district families that ridership analysis has been completed, and that eligible students have been identified and the process of issuing walk-back passes is underway.
7. The transportation will continue to monitor ridership throughout the year.