



HOW TO SUBMIT **A BUS OR PICK-UP NOTE TO THE SCHOOL.**

For the safety of all children bus changes/pick up changes will only be taken by telephone (by the school or bus monitor); bus notes can be emailed and walk-in requests will not be permitted (unless emergency and approved by the Transportation Manager).

This policy is a safety precaution for you and your child. If during the day you realize that your child's afternoon destination must change, you will need to bring a note to the school secretary or to the Classroom Teacher.

You can also email a note to the Transportation@acst.net. All changes must be documented with a written note from the parent/guardian. We will not accept any changes after 2:30pm (Monday to Thursday) and 12:00pm (Fridays).

For your convenience we have provided parent **bus notes** for your child on our school web page (<http://www.acst.net/admissions.cfm?subpage=1053345>). Please fill in the blanks with the appropriate and complete information and return it to school if there is a change.

All bus notes sent in by parents will be forwarded to the Transportation office in order to update the **daily bus listing; check availability** per bus route and the request will **be confirmed to the parent**. All necessary information will who will be sent out to the appropriate Bus Monitors prior the end of the school day.

Please remember – teachers do not write bus notes or pick up notes. Please don't assume they know where you live – always include complete information. A child will not be placed on a school bus without proper documentation/information from the parent.

When you are writing a bus note for your child the following information must be included

- **Date(s) Child Will Be Riding The Bus**
- **Child's Name**
- **Child's Teacher's Name & Grade**
- **Name & Address Of Your Child's Destination**
- **Phone Number Where You Can Be Reached That Day**
- **Parent/Guardian's Signature**

When a child comes to school without a bus note, every effort will be made to contact the parent. If a parent cannot be contacted, the child will be sent home on their regular bus established at the beginning of the school year. We do not take the word of a student as to where they are going after school. It is the responsibility of the parent to authorize all transportation arrangements.

Your child's safety is our top priority. Your cooperation with the above procedure is greatly appreciated.

Thank You
Transportation Office

TELECOMMUNICATIONS:
Tel. 216-71-760905 ● Fax 216-71-761412
e-mail: american.school@acst.intl.tn

PHYSICAL ADDRESS:
Km. 10 Route de la Marsa
Cite Taieb M'hiri 2045
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