**3/2/11**

**URGENT INFORMATION!!!!**

Starting immediately any time you have an ARC meeting (annual review) and the student receives Special Transportation or if any changes are being made to the IEP in regards to Special Transportation.  Please remember to send an updated copy of the Special Transportation section of the IEP and a copy of the conference summary notes (if needed) to Bev Davis at the Bus Garage (which should already be taking place) and a change taking effect immediately is that a copy will need to be sent to the attendance clerk at each school.  Diane West-DRE, Lynn Nantz-SES, Diane Covey-MCE, Michelle Fry-CMZ, Missy Rice-ECA, Sam Colson-GCHS, and Lori Spoonamoore-GCMS.

In addition, you will need to advise Tonya Young by e-mail when a student is added, removed, or a change in Special Transportation takes place.