



# San Diego Unified School District

TRANSPORTATION SERVICES DEPARTMENT  
4710 Cardin Street, San Diego, CA 92111

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PLANNING OFFICE

## MEMORANDUM

**TO:** School Principals/Liaisons

**FROM:** Martin Stech

**DATE:** May 14, 2009

**SUBJECT:** **Transportation Orientation Activities 2009-2010**

Traditionally schools have held orientation activities for new students prior to the opening of school. Please complete and e-mail by **June 5, 2009** to [etrujillo@sandi.net](mailto:etrujillo@sandi.net). Be sure to include your first and second choice for the date and time of the activity, school location of pickup and return, and expected ridership.

Your scheduler will confirm transportation directly with your school site. Please do not notify students or parents prior to confirmation from your scheduler. Modifications or cancellations may be phoned in to your scheduler.

School: \_\_\_\_\_ Site Contact: \_\_\_\_\_

FIRST CHOICE	STARTING DATE	ENDING DATE	STARTING TIME	ENDING TIME

SECOND CHOICE	STARTING DATE	ENDING DATE	STARTING TIME	ENDING TIME

List *feeder schools only* for pick up/drop off:

SCHOOL	PASSENGERS	SCHOOL	PASSENGERS