



*Warren County Special Services School District*

To: Business Administrator

Warren County Special Services School District is preparing for the upcoming school year. Enclosed you will find four Resolutions for Participation in Coordinated Transportation contracts. Even if you do not have a student needing transportation at this time, we would like to have a contract in place in the event the need does arise. Please sign, date all four copies, and forward to your County DOE office for their signatures. This will streamline the process so that we can have the contracts in place ASAP.

**\*Please enclose *four certified sealed extracts* from your board meeting indicating the Administrative fee in your motion and that the contract has been approved.**

Once we receive back from your county DOE office, we will send to our county DOE office for approval. When we receive the approved contracts back, we will send the fully executed contracts for your district and county files.

Thank you,

WCSSSD  
Transportation Department