

Transportation Assessment for Sheridan School
4400 36th Street NW (Square 1968, Lot 10)
January 23, 2014

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ATTACHMENT A SCOPING DOCUMENT

Project Name & Applicant Team: Sheridan School Special Exception Mike Stoll Sheridan School 4400 36 th Street, NW Washington, DC 20008 mstoll@sheridanschool.org	
Case Type & No. (PUD, LTR, etc.): Special Exception and Variance	
Street Address: 4400 36th Street, NW Washington, DC 20008	
Current Zoning and/or Overlay District: R-2	
Date of Filing: Anticipated filing date: early November 2013	
Estimated Date of Hearing: Hearing date has not yet been set.	
Description of Project: Sheridan School is located on the west side of 36th Street between Yuma Street and Alton Place in the northwest section of Washington, DC, as shown on Figure 1. Currently, the school is operating under a 2004 Board of Zoning Adjustment (BZA) order that allows a maximum enrollment of 226 students in grades K through 8. Under the approval, the school was granted a variance from the District of Columbia Municipal Regulations (DCMR) requirements that: (1) each required parking space shall be accessible at all times directly from improved streets or alleys and (2) each required parking space shall be a minimum of nine feet in width and 19 feet in length, and (3) an elementary or junior high school provide two parking spaces for every three teachers and other employees. The variance regarding the number of parking spaces was based on the requirements for 60 employees. In accordance with the order, the special exception approval remains in effect for ten years (there is no time limit on the variances). Therefore, the school plans to file a special exception application to allow the school to continue to operate under the same conditions approved under the 2004 Order. Specifically, the school proposes to maintain the current cap of 226 students. The existing order does not include a faculty/staff cap. Fifty-four employees currently are employed by the school. The school anticipates that the number of employees could increase to 60 over the next 10 years (note that at the time of the 2004 Order, the school had 55 employees and anticipated potentially increasing the number of employees to 60 by 2013). No changes to parking or traffic operations are proposed. Currently, students are dropped-off and picked-up at the following locations: • 36th Street between Yuma Street and Alton Place (primary location), • 36th Street north of Alton Place, • 36th Street south of Yuma Street, • Alton Place west of 36th Street, and • Alton Place east of 36th Street.	
1. Strategic Planning Elements (Planning Documents)	DDOT Comments/Action Items
Planning Guidelines: The CTR will address how the proposed development considers the primary city-wide planning documents, as well as localized studies. See Section 3.1 of the CTR guidelines for more information.	

Table 3 summarizes the net new increase in trips:

Table 3

Proposed Trip Generation (226 students and 60 employees):

Group	AM Peak Hour			PM Peak Hour		
	In	Out	Total	In	Out	Total
Parents/Guardians	0	0	0	0	0	0
Faculty/Staff	2	0	2	0	2	2
Total	2	0	2	0	2	2

Since the increase in trips is less than 25 trips/hour in the peak direction, a CTR will not be required.

In Spring 2013, Sheridan School conducted a survey of both the parents and the faculty and staff to determine their travel characteristics. The results are summarized in Table 4.

Table 4

Summary of Mode Split Survey

Travel Mode	Walk	Bike	Car	Metrobus/ Metrorail
Students	11.5%	3.1%	82.3%	3.1%
Faculty & Staff	15.4%	7.7%	69.2%	7.7%

The full results of these surveys are provided as Attachment A.

Vehicle Site Access

Guidelines: If vehicle access is needed, at a minimum the CTR will provide locations of access point(s) and desired access controls (full, right-in/right-out, etc.). See Section 3.2.2 of the CTR guidelines for any further requirements.

Access Location(s): Two access points are provided on both 36th Street and Alton Place. The 36th Street access points provide access to eight parking spaces at the sites frontage. The two Alton Place curb cuts provide access to the parking lot at the rear of the building.

Access Control: The 36th Street access points are unsignalized with full access. The Alton Place access points are unsignalized as well; however, one of the curb cuts provides inbound access while the other provides outbound access.

Existing Curb cuts utilized: All of the existing curb cuts will remain utilized.

Existing curb cuts abandoned: None Proposed curb cuts: None Curb cut width and radii: Radii are unknown. Estimated widths listed below: • Inbound Alton Place curb cut – 14 feet • Outbound Alton Place curb cut – 14 feet • Northern 36th Street curb cut – 24 feet • Southern 36th Street curb cut – 24 feet	
<u>CTR Triggers for further vehicle analysis (for sections below)</u> Guidelines: See Section 3.2.3 of the CTR guidelines to determine if a more comprehensive vehicle analysis is required. If so, completion of the remainder of the <i>Roadway Network, Capacity & Operation</i> section of the scoping form is required.	
<u>Development Scenarios</u> Guidelines: See Section 3.2.4 of the CTR guidelines for discussion of the required development scenarios. Proposed Development Scenario: N/A – Based on the negligible trip generation as described above, no vehicular analysis is proposed.	
<u>Vehicle Study Area</u> Guidelines: See Section 3.2.5 of the CTR guidelines for discussion of the study area. Proposed Study Area intersections, including access points (attach Figure at end of Scoping Form as needed): N/A – Based on the negligible trip generation as described above, no vehicular analysis is proposed.	
<u>Data Collection and Hours of Analysis</u> Guidelines: See Section 3.2.6 of the CTR guidelines for discussion of the required data collection and hours of analysis. Proposed turning movement count intersections: N/A – Based on the negligible trip generation as described above, no turning movement counts are proposed. However, we will conduct a field reconnaissance of the school's traffic operations, including observations during the morning drop-off and afternoon pick-up for the school, and parking operations to ensure the TMP is functioning as intended.	

<u>Roadway Improvements</u> Guidelines: The study will account for approved and funded roadway improvement projects within the study area that are expected to begin before the proposal's horizon year. See Section 3.2.7 of the CTR guidelines. Proposed roadway improvements: N/A – Based on the negligible trip generation as described above, no vehicular analysis is proposed.	
<u>Background Developments</u> Guidelines: The study will account for vehicle trips generated by developments in the study area that have an origin/destination within the study area. See Section 3.2.8 of the CTR guidelines. Proposed background development: N/A – Based on the negligible trip generation as described above, no vehicular analysis is proposed.	
<u>Background Growth</u> Guidelines: The study will account for annual growth or decrease in through traffic on minor and principal arterials that pass through the proposed study area. See Section 3.2.9 of the CTR guidelines. Proposed annual background growth: N/A – Based on the negligible trip generation as described above, no vehicular analysis is proposed.	
<u>Site Trip Distribution & Assignment</u> Guidelines: Trips generated by the site will be distributed throughout the study area network. See Section 3.2.10 of the CTR guidelines for information in trip distribution and assignment. Proposed site distribution and assignment (attach Figures, as needed, at end of Scoping Form): N/A – Based on the negligible trip generation as described above, no vehicular analysis is proposed.	
<u>Analysis Methodology</u> Guidelines: Capacity analyses are typically performed using Highway Capacity Manual (HCM) methodologies or a similar industry recognized software. See Section 3.2.11 of the CTR guidelines. Proposed analysis methodology: N/A – Based on the negligible trip generation as described above, no vehicular analysis is proposed.	
<u>Vehicle Trip Mitigation</u> Guidelines: Proposed mitigation of vehicle impacts, if needed, must not add significant delay to other travel	

modes. Standard non-urban mitigation often includes geometric re-design which may not fit DDOT's practice of balancing safety and capacity across multiple transportation modes. See Section 3.2.12 of the CTR guidelines. For Informational purposes only. Mitigation will be documented in the final CTR. No information is required in the scoping form.	
3. Bicycle & Pedestrian Facilities	DDOT Comments/Action Items
<u>CTR Triggers for bike and pedestrian mode share</u> Guidelines: A CTR is required to include some level analysis of the bike and pedestrian network at a minimum, based on several potential factors. See Section 3.3.1 of the CTR guidelines to determine if a more comprehensive analysis is required. If so, complete the remainder of the <i>Bicycle & Pedestrian Facilities</i> section of this scoping form.	
<u>CTR Bike and Pedestrian Study area</u> Guidelines: See Section 3.3.2 of the CTR guidelines to determine bike and pedestrian study areas. Proposed bike and pedestrian study areas: A discussion of the pedestrian and bicycle facilities in the immediate vicinity of the school and on school property will be included.	Study area should include: • Alton Pl b/w Reno and 35th • 36th St b/w Yuma and Albermarle • Yuma St b/w Reno and 35th Comment is noted and this will be included in the report.
<u>Data Collection and Analysis of Bike Network and Facilities</u> Guidelines: See Section 3.3.3 of the CTR guidelines for data collection requirements and analysis for bike and pedestrian modes. Proposed Bike network and facilities analysis: A discussion of the existing and proposed pedestrian and bicycle facilities in the immediate vicinity of the school will be provided. Additionally, relevant information from the Pedestrian Master Plan and Bicycle Master Plan also will be included.	Identify on-site bike parking facilities (# of bike parking spaces, showers, etc.) Comment is noted and this will be included in the report.
<u>Mitigation for Bike network</u> Guidelines: If deficiencies have been documented in the study area's pedestrian or bike facilities that would preclude the proposed mode split, then mitigation of these deficiencies is required. See Section 3.3.4 of the CTR guidelines for mitigation requirements of the bike network. For Informational purposes only. Mitigation will be documented in the final CTR. No information required in scoping form.	
4. Transit Service	DDOT Comments/Action Items

<u>CTR Triggers for transit mode share</u> Guidelines: A CTR is typically required to include some level analysis of the transit network, based on several potential factors. See Section 3.4.1 of the CTR guidelines to determine the minimum analysis requirements and if a more comprehensive transit analysis is required. If so, completion of the remainder of the <i>Transit Service</i> section of this scoping form is required. See Section 3.4.1 of the CTR guidelines	
<u>CTR Transit study area</u> Guidelines: If further analysis of the transit network is triggered, see Section 3.4.2 of the CTR guidelines for determining the requisite study area. Proposed transit study area: The nearest Metro Station to the subject site is the Van Ness – UDC Metro Station, located approximately ½ mile southeast of Sheridan School on Connecticut Avenue. Additionally, the Tenleytown Metro Station is approximately 0.6 miles west of the subject site on Albemarle Street. Both the Van Ness and the Tenleytown stations provide service to the Metro Red Line which offers access to the Green and Yellow lines at the Gallery Place Metro Station and the Blue and Orange Lines at the Metro Center Metro Station. The presence of Metrobus routes in the area is minimal with routes primarily on the major nearby roadways (i.e. Wisconsin Avenue, Connecticut Avenue, Nebraska Avenue, etc.).	
<u>Analysis of Transit Network</u> Guidelines: Analysis of the transit network will incorporate both a quantitative and qualitative review. See Section 3.4.3 of the CTR guidelines for further information. Proposed transit analysis: A discussion of the existing transit facilities including bus stops, Metrorail stations, Carsharing locations, and Capital Bikeshare locations in the immediate vicinity of the subject site will be provided. No changes to the transit infrastructure are anticipated with the proposed development.	Identify bus service in the vicinity including peak and off-peak headways. Comment is noted and this will be included in the report.
<u>Transit Trip Mitigation</u> Guidelines: Proposed mitigation of transit impacts may be needed, given certain impacts to the network. See Section 3.4.4 of the CTR guidelines for more information. For Informational purposes only. Mitigation will be documented in the final CTR. No information is required in scoping form.	

5. Site Access and Loading	DDOT Comments/Action Items
Guidelines: At a minimum, the Applicant is required to show site access for vehicles, pedestrians and bicyclists. In addition, DDOT has additional policies for site access and loading as they relate to public space. See Section 3.5 of the CTR guidelines for additional information regarding these policies. Freight\Delivery The study will identify existing and proposed commercial vehicle access to the site. See Section 3.5.1 of the CTR guidelines. Motorcoach For developments that will generate significant tourist activity (hotels, museums, etc.) the study will discuss the site plan's accommodation of motorcoach access. See Section 3.5.2 of the CTR guidelines. Proposed Loading Analysis: There are no loading requirements for the subject site. Since the school was built in the 1960's, at that time, there was no loading requirement under the 1958 zoning regulations. Therefore, the loading requirements established in the mid-1980's are not applicable to the site unless there was a 25 percent increase in the intensity of the use (i.e. number of students or faculty) or 25 percent increase in the size of the building. Since neither of these applies, the site remains without any loading requirements. Pursuant to the 2003 BZA approval, certain restrictions with regard to loading have been, and will remain in place. These restrictions include: • No trash collection before 9:00 AM or after 6:00 PM, Monday through Friday • No pickups or deliveries at any entrances on the north side of the building (i.e. facing Alton Place) before 9:00 AM or after 6:00 PM, Monday through Friday. • Deliveries of time-sensitive materials may be accepted at the building's main entrance on 36th Street between 7:00 AM and 9:00 AM on an occasional "as-needed" basis • No deliveries during weekends or school holidays.	Please describe how and where loading occurs (Curbside? In the parking areas?). Provide an estimation of the loading needs of the school (size of trucks and frequency of deliveries). Comment is noted and this will be included in the report.
6. Parking	DDOT Comments/Action Items
Guidelines: Minimum requirements exist for documenting parking needs and constraints, regardless of development size. Further requirements may be needed for larger developments. See Section 3.6 Proposed Parking Analysis: The DCMR requires 2 parking spaces for every 3 teachers and other employees for elementary and junior high	

schools in all districts. Sheridan School currently operates with 54 faculty and staff members. Therefore, the DCMR requires that the School provide 36 vehicular parking spaces. While the site currently provides 37 parking spaces (29 in the rear lot and 8 along 36th Street at the site's frontage), only thirteen spaces are of the standard size (twelve in the rear lot and one handicap space at the site's frontage). The remaining spaces are made up of twelve tandem spaces and four compact spaces in the rear lot and 7 compact spaces at the site's frontage. Under the 2004 Order, the school received the following variances related to parking: • A variance from 11 DCMR §2117.4, concerning access to required parking spaces from improved streets or alleys; • A variance from §21 15.1, concerning the minimum size of parking spaces; and • A variance from §2101.1, concerning the number of parking spaces required for an elementary or junior high school. Note that the variance regarding the number of parking spaces required was based on 60 employees. Therefore, no change to the approved variance is required.	
7. Transportation Demand Management	DDOT Comments/Action Items
<u>Triggers for a TDM Plan</u> Guidelines: All developments are encouraged to produce TDM plans, regardless of size. See Section 3.7 Proposed TDM Plan: Under the prior approval, the school agreed to implement a Transportation Management Plan (TMP) that included the following: • Vehicles used in dropping-off or picking-up students along the west side of 36th Street between Alton Place and Yuma Street may not park or leave their vehicles unattended; • Students may not cross in the middle of the block on 36th Street between Alton Place and Yuma Street; • U-turns are not permitted on 36th Street between Alton Place and Yuma Street; • Vehicles may not be parked in front of the driveways or on the lawns of any nearby residential properties, and • Vehicles may not be double-parked on any neighborhood streets. The school will continue to adhere to this TMP, as well as other transportation conditions identified in the Order.	Note that additional TDM measures may be requested pending the outcome of the pick-up/drop-off analysis/observations. Comment is noted.

8. Performance Monitoring & Measurement	DDOT Comments/Action Items
Guidelines: Developments of a certain size may need to incorporate a performance monitoring element as a condition of zoning approval. See Section 3.8 of the CTR guidelines for more information.	
9. Safety	DDOT Comments/Action Items
For informational purposes only. Requirements for performance monitoring will be coordinated with the DDOT case manager.	
Guidelines: The CTR will demonstrate that the site will not create or exacerbate existing safety issues for all modes of travel. See Section 3.9 of the CTR guidelines for further information. Proposed Safety Analysis: Field observations will be conducted to ensure the effectiveness of the transportation management policies in providing safe operations during the AM drop-off and PM pick-up times. Additionally, the facilities in the immediate site vicinity will be observed to ensure compliance and safety.	
10. Streetscape/Public Realm	DDOT Comments/Action Items
Guidelines: DDOT expects new developments to rehabilitate streetscape infrastructure between the curb and property lines. The applicant must work closely with DDOT and OP to ensure that design of the public realm meets current standards. See Section 3.10 of the CTR guidelines for direction on streetscape rehabilitation. These guidelines are provided to inform that public realm design standards may alter an Applicant's intended use of public space.	

Information/Data Requests (List requested data from DDOT after each field below):

- District planning documents: N/A
- Local planning documents, including small area plans: N/A
- Information on programmed and/or funded roadway improvements in study area: N/A
- Studies for background developments in study area: N/A
- Signal Timings: N/A
- Crash Data: N/A

Proposed Schedule:

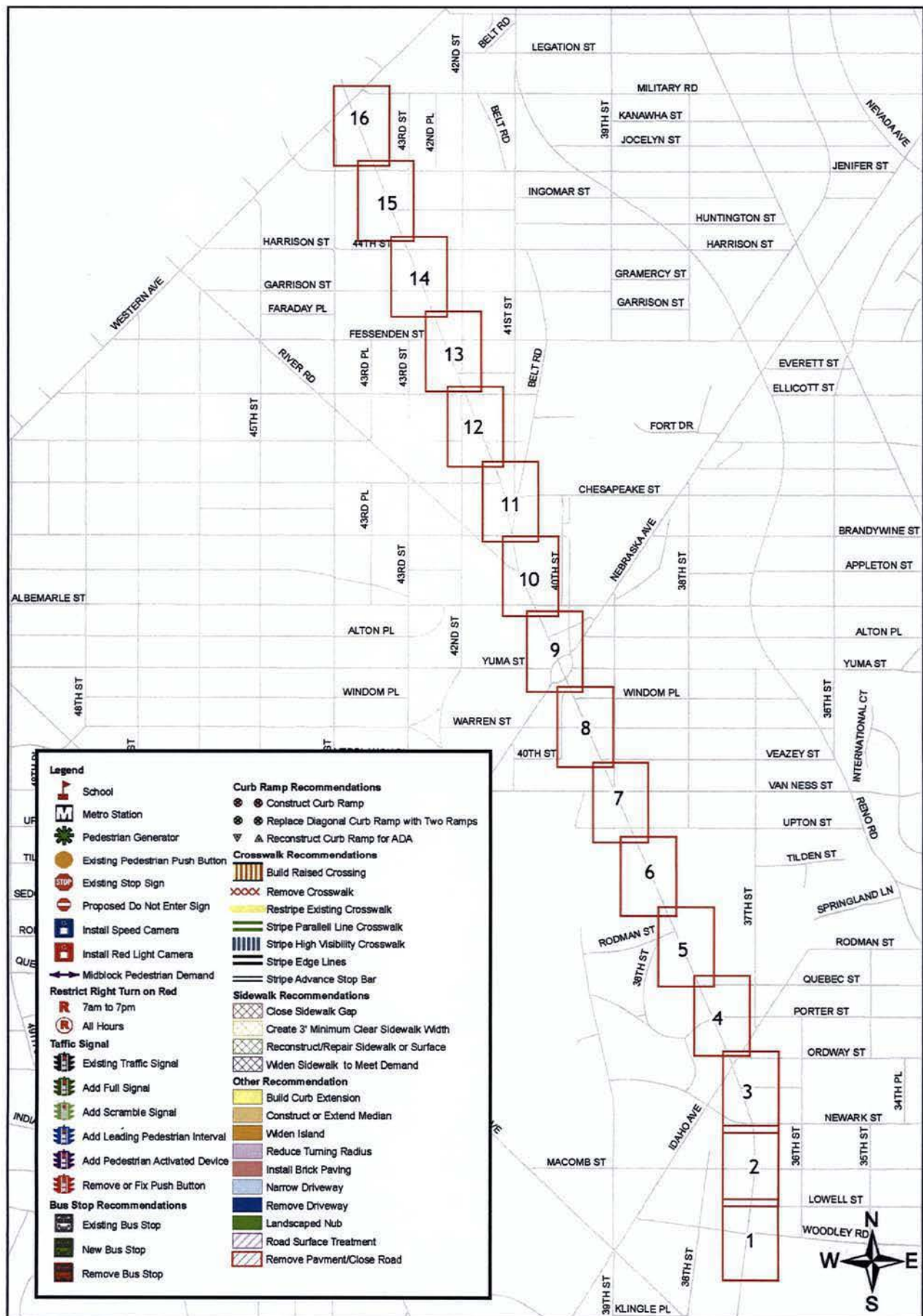
- Submit Scoping Document: August 16, 2013
- DDOT comments on Scoping Document: September 13, 2013
- Transportation Consultant/Applicant responses to comments: September 16, 2013
- Phase I Completion: N/A
- Phase II Completion: N/A
- Submission of Report to DDOT: At least 45 days in advance of the public hearing
- Zoning Commission or BZA Hearing Date: No public hearing date has been set yet

Attach any Figures, Tables, and Appendices here:

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ATTACHMENT B
EXCERPT FROM DISTRICT OF COLUMBIA
PEDESTRIAN MASTER PLAN



Wisconsin Ave

District of Columbia Pedestrian Master Plan Draft Recommendations

0 0.1 0.2 0.4 Mile

d.

TooleDesignGroup
November 2007

To aid in a quick and safe pick up and drop off for your student please follow these general rules:

Morning Drop Off

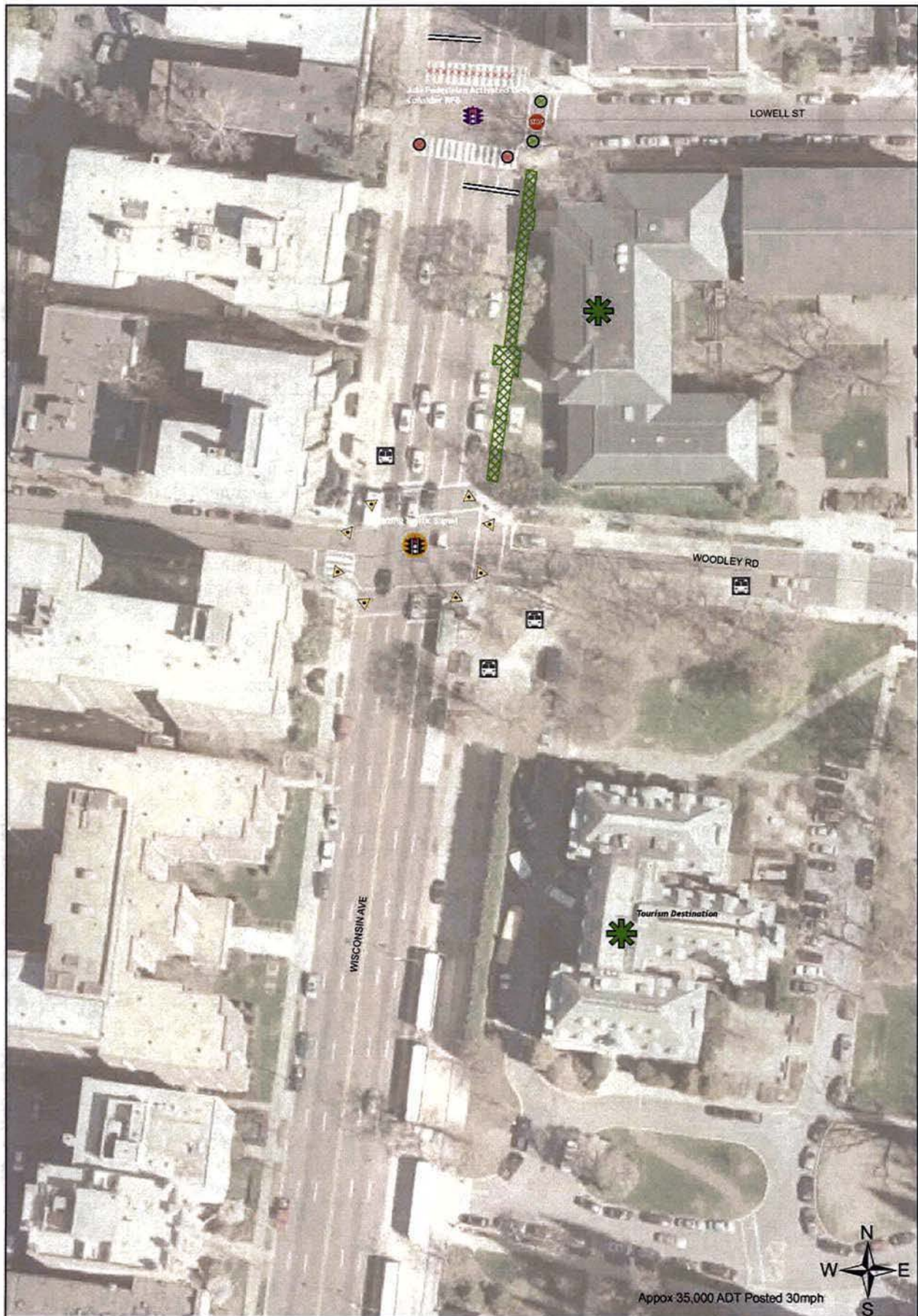
- If you are coming from Reno Road please take Alton Place and take a right turn onto 36th Street.
- When dropping off in the morning please follow the police officers instructions and have your student ready for drop off.
 - If possible please make the drop off as quickly as possible and avoid having to retrieve items for your child which may delay traffic.
- Please do not let your student out across the street from school and have them cross the road. If the student needs to cross the road make sure they cross at the crosswalk.
- If your child needs help getting out of the car, please pull around the corner to let your child out of the car versus holding up the line.

Afternoon Pickup

- If you are parking to walk into the playground to pick up your student please be respectful of the posted parking regulations and neighbor driveways.
- Please do not have a student run across the street to meet you in your car.
- Please be careful that you and another car are blocking access in both directions on any of the streets surrounding the school.
- Please do not park or double park in the Sheridan parking lots.

Ice Cream Truck during Pickup

- We can't control whether the truck shows up everyday or not. Currently, it parks at the corner of Yuma/36th. Please do not litter on neighbors property with wrappers if you visit the ice cream truck.



Wisconsin Ave

District of Columbia Pedestrian Master Plan Draft Recommendations



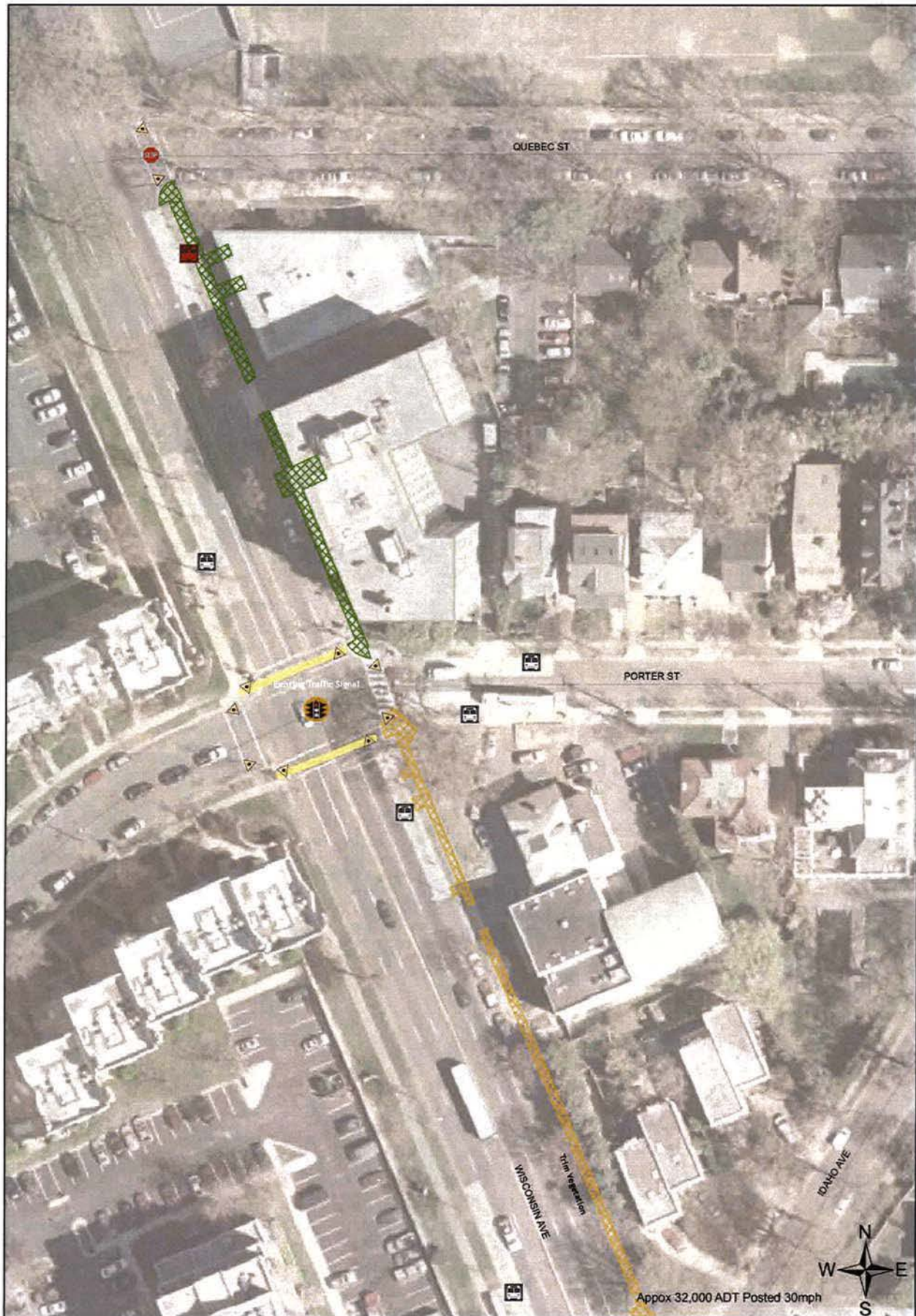
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Wisconsin Ave



Wisconsin Ave

District of Columbia Pedestrian Master Plan Draft Recommendations



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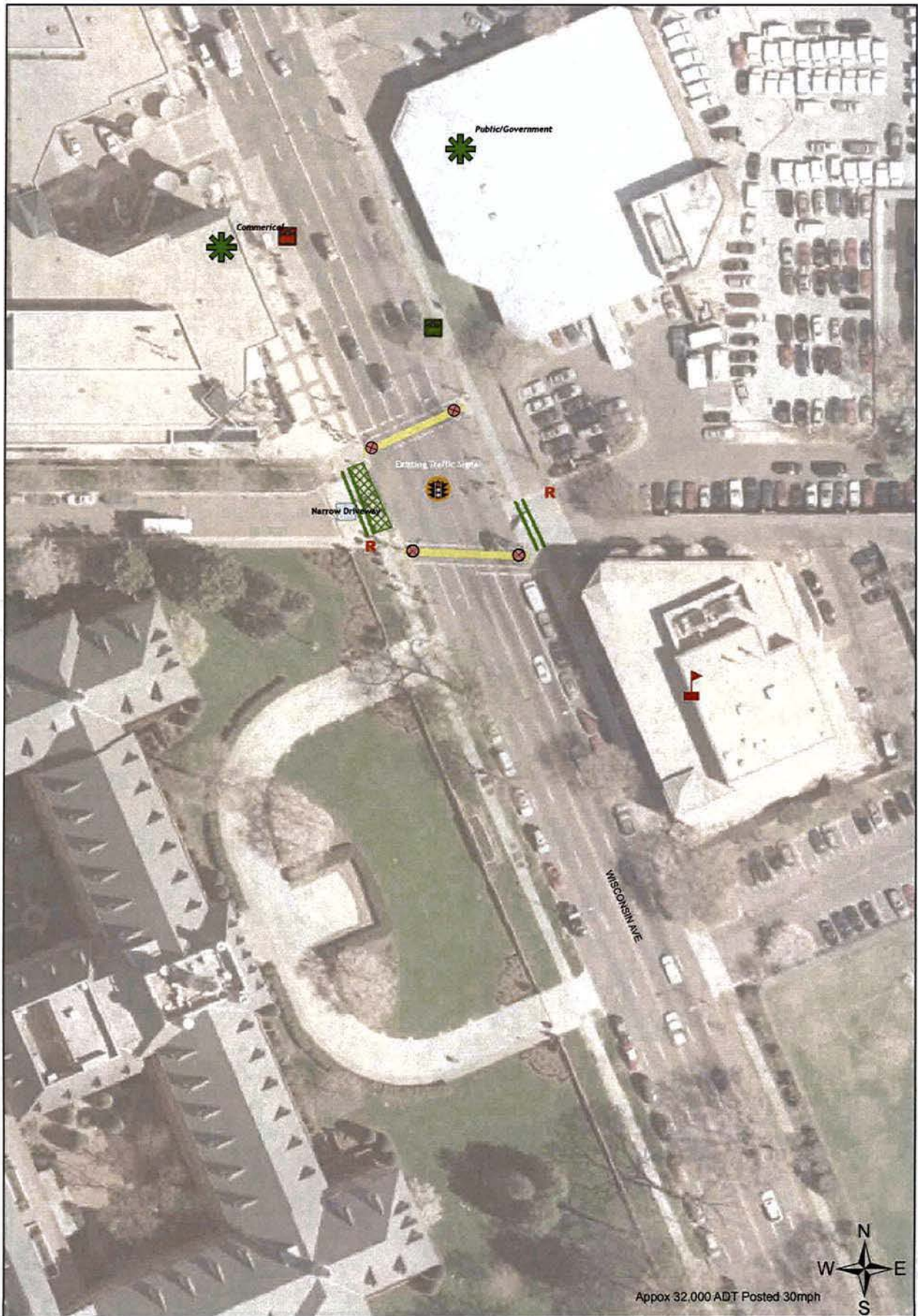


Wisconsin Ave

District of Columbia Pedestrian Master Plan Draft Recommendations



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Wisconsin Ave

District of Columbia Pedestrian Master Plan Draft Recommendations

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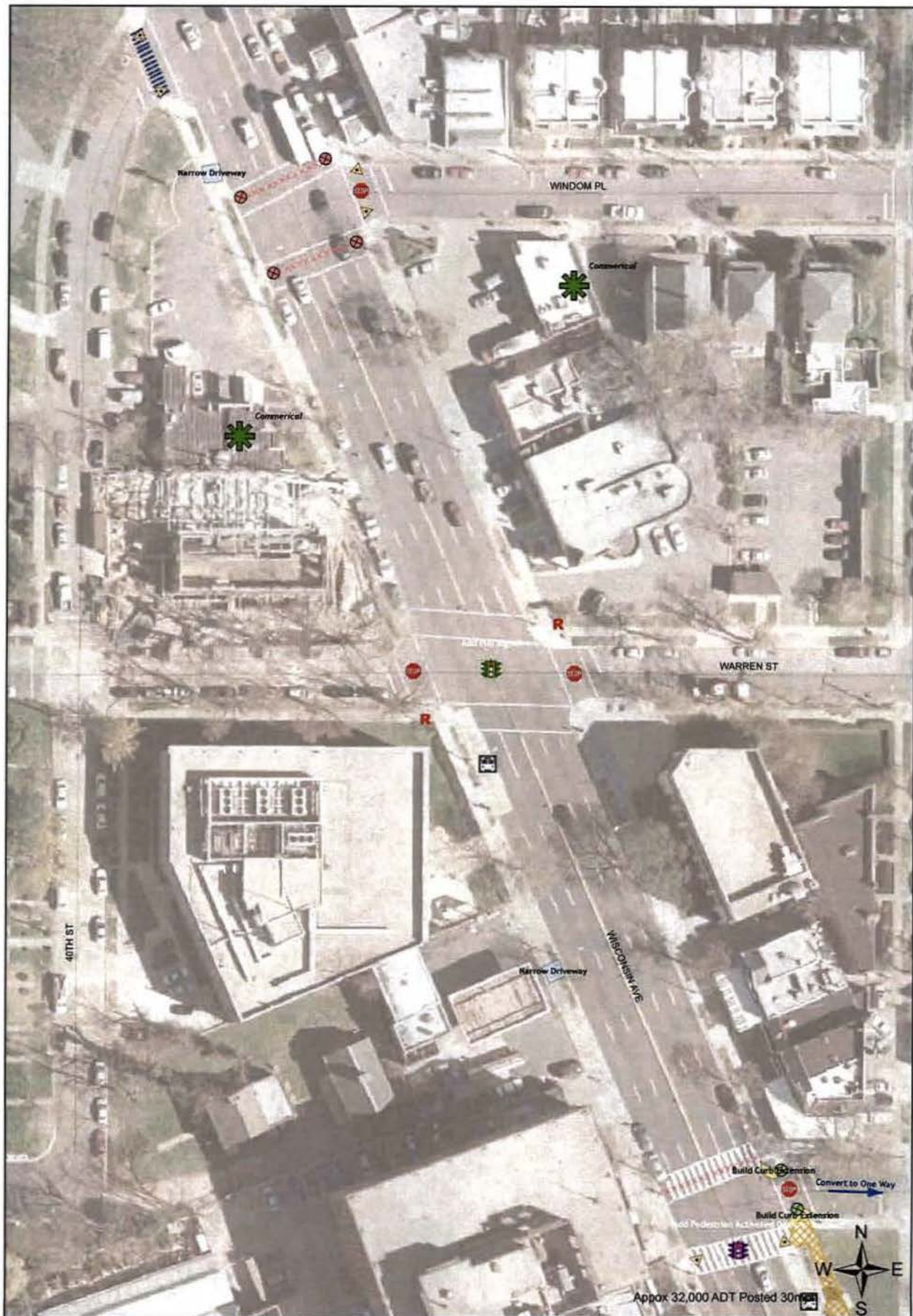
Wisconsin Ave

District of Columbia Pedestrian Master Plan Draft Recommendations



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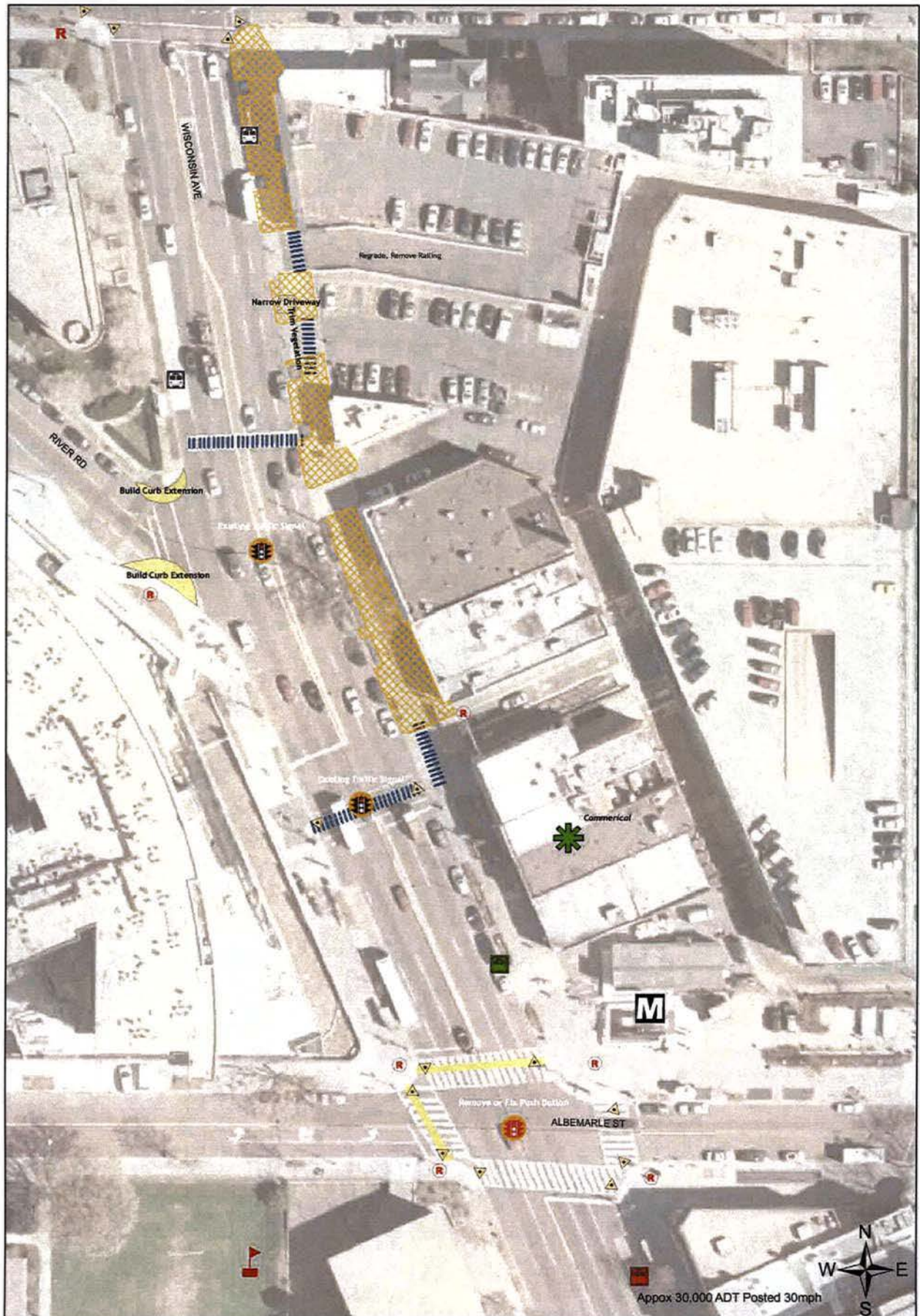


Wisconsin Ave

District of Columbia Pedestrian Master Plan Draft Recommendations

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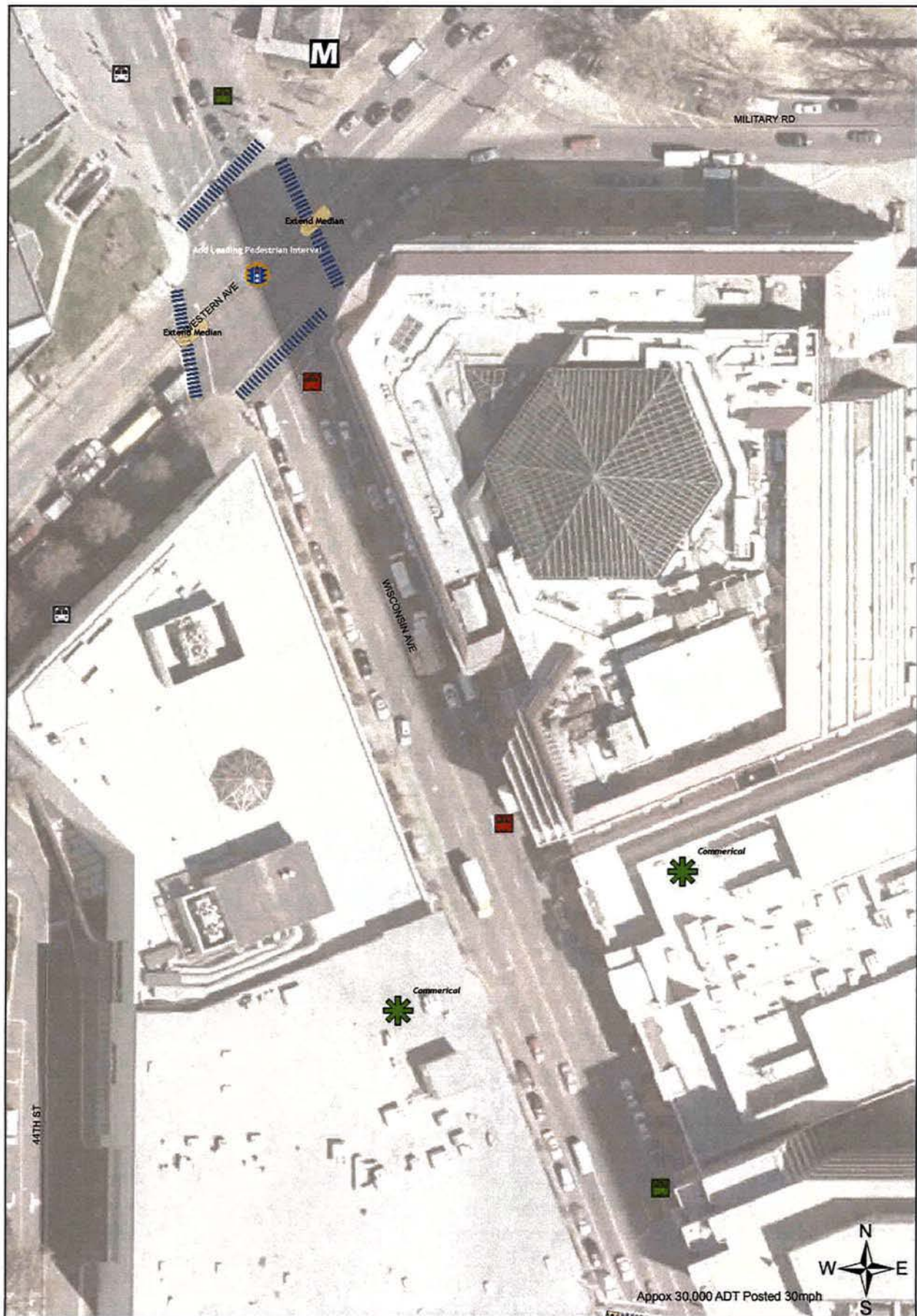
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Transportation Assessment for Sheridan School
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ATTACHMENT C
SHERIDAN SCHOOL
MODE SPLIT SURVEY

PARENT QUESTIONS

1. On a typical day, how does your student get to/from school? If you answer "Car" for this question, please answer the next four questions, otherwise you are finished. Thank you for your time!

Response	Response Percent	Response Count
Walk	11.50%	11
Bike	3.10%	3
Car	82.30%	79
Metrobus/Metrorail	3.10%	3
Other (please specify)		2

2. If you answered "Car" for Question #1, is your student typically part of a carpool (two or more students per car)?

Response	Response Percent	Response Count
Yes	28.20%	22
No	71.80%	56

3. If you answered "Yes" for question #2, how many students typically are in the car (including your student)?

Response	Response Percent	Response Count
1	29.00%	9
2	58.10%	18
3	9.70%	3
4	0.00%	0
5 or more	3.20%	1

4. Where do you typically drop-off your student (see map attached to email)?

Response	Response Percent	Response Count
N/A - my student is typically driven to school by another parents as part of a carpool	0.00%	0
A. (36th Street between Yuma and Alton Place)	74.30%	55
B. (36th Street north of Alton Place)	6.80%	5
C. (36th Street south of Yuma Street)	2.70%	2
D. (Alton Place west of 36th Street)	6.80%	5
E. (Yuma Street west of 36th Street)	8.10%	6
F. (Alton Place east of 36th Street)	1.40%	1
G. (Yuma Street east of 36th Street)	0.00%	0
Other (please specify)		5

5. Where do you typically pick-up your student (see map attached to email)?

Response	Response Percent	Response Count
N/A - my student is typically driven to school by another parents as part of a carpool	1.70%	1
A. (36th Street between Yuma and Alton Place)	45.00%	27
B. (36th Street north of Alton Place)	6.70%	4
C. (36th Street south of Yuma Street)	15.00%	9
D. (Alton Place west of 36th Street)	6.70%	4
E. (Yuma Street west of 36th Street)	11.70%	7
F. (Alton Place east of 36th Street)	8.30%	5
G. (Yuma Street east of 36th Street)	5.00%	3
Other (please specify)		20

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FACULTY AND STAFF QUESTIONS

1. On a typical day, how do you get to/from school? If you answer "Car" for #1, please continue with the next two questions, otherwise you are done. Thank you for your time!		
Response	Response Percent	Response Count
Walk	15.40%	4
Bike	7.70%	2
Car	69.20%	18
Metrobus/Metrorail	7.70%	2
Other (please specify)		0
2. If you answered "Car" for #1, do you typically travel to/from school as part of a carpool (two or more people per car)?		
Response	Response Percent	Response Count
Yes	15.80%	3
No	84.20%	16
3. If you answered "Yes" for #2, how many people typically are in the car (including yourself)?		
Response	Response Percent	Response Count
1	28.60%	2
2	57.10%	4
3	14.30%	1
4	0.00%	0
5 or more	0.00%	0

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**ATTACHMENT D
SHERIDAN SCHOOL
TRANSPORTATION LETTER**



WELLS + ASSOCIATES

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November 1, 2011

Dear Families:

Morning drop off and afternoon pick up have become increasingly congested and frustrating for some parents. With that in mind, we figured a refresher on the procedures could be helpful.

We all understand mornings can be stressful and families are often pressed for time. Remember, Sheridan does offer free morning before school care. Feel free to drop your child off in the morning, they can enter the school through the playground doors and will be looked after by a Sheridan staff member until the school day begins. Also, we try our very best to be good neighbors and impact traffic flow as minimally as possible and a smooth drop off and pick up goes a long way to soothe neighbor relations.

The school has hired a DC police officer to be on sight during both the morning and afternoon. The police officer will ticket you if you are violating the law, so please obey all traffic laws.

Below are the procedures that create the smoothest system possible, along with suggested traffic routes to keep the flow moving quickly. If you have any questions or concerns on the procedures, please feel free to contact me at mstoll@sheridanschool.org.

Pick Up and Drop Off Procedures

Green is suggested route and traffic pattern, red is not.

