



RETURN FORM TO:
SHENENDEHOWA CENTRAL SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
970 Rt. 146, Clifton Park, NY 12065
Phone (518)881-0240, Fax(518)371-3126
Email: transportation@shenschools.org

BOE 5710F1

Non-Public Transportation Request Form

Use this form if you would like transportation to/from your home address and a Non-Public School.

REQUESTS MUST BE SUBMITTED ANNUALLY BY: APRIL 1ST

It is requested that the following student(s) be transported to a non-public school(s) as indicated:

Child's Name	Sex (M/F)	Date of Birth	Grade	Name of Non-Public School	Busing Request	
					AM	PM

I, _____ (Parent/Legal Guardian Name)

Residing at _____
Street Address

_____ City _____ State _____ Zip

_____ Mailing Address (If different from above)

Home Telephone: _____ **Work Telephone:** _____

hereby request transportation for my child(ren) residing with me, whose name(s) are listed above, to and from the school(s) named above during the school year 20__-20__.

Residency Statement:

I hereby certify that I am a resident of Shenendehowa Central School District and it is my intention that all the students named above will be enrolled at the school(s) for the school year beginning July 1, 20___. Furthermore, I have been a resident of the District since:

Date of Residency: _____ School Previously Attended: _____
Month Day Year

****Please read guidelines on page two of this form before signing below.****

Signature of Parent/Legal Guardian: _____ Date: _____

OFFICE USE ONLY:

Mileage from student's home to Non-Public School: _____ Over 15 Miles: Late Request:

Notes: _____



Guidelines for Transportation to Non-Public Schools

Under State Education Law, the Board of Education is required to provide transportation for resident pupils who attend non-public schools. The provision of this transportation is broken into two categories – students residing under fifteen (15) miles from the school attended and students residing over fifteen (15) miles from the school attended.

If the distance from home address to the Non-Public School you are applying to is:

Under 15 Miles:

Transportation from neighborhood bus stops is provided to non-public schools when the distance from the center of the pupil's driveway to the drop-off point at the school is fifteen miles (15) or less. The distance is measured by the nearest available publicly maintained route. The parent/legal guardian is responsible for transportation of the pupil to/from the designated pick-up point.

Over 15 Miles:

Transportation is provided from central pick-up points when the approved school is over fifteen (15) miles from the student's residence (measured as above).

Each year the Director of Transportation will establish centralized pick-up points based on the requests filed for busing by the parents/legal guardians of non-public students by the April 1 deadline. The District is not responsible for providing transportation from home to or from the pick-up point. However, a District may provide school bus transportation to a student if the residence of the student is located on an established route for the transportation of students to the centralized pick-up point, provided such transportation does not result in additional costs to the District.

A student, who lives more than fifteen (15) miles from the non-public school they attend, and who is receiving transportation between that school and a central pick-up and drop-off point, may disembark from the bus at an established bus stop other than the central drop-off point. In that case, the student's parent/legal guardian must submit a signed request identifying the bus stop at which the student is to disembark. Moreover, an adult living within .2 miles of the bus stop must be designated as being responsible for the student once they leave the bus. A new bus stop may not be established to accommodate a request pursuant to this regulation. This regulation does not authorize a student to transfer to a different bus, or to use any bus other than that which runs between the school the student attends and the central pick-up or drop-off point.

Bus routes to non-public schools will be consolidated insofar as practical. In scheduling pick-up and delivery times, priority will be given to those non-public schools with the greatest number of students enrolled from within the Shenendehowa Central School District boundaries.

Application for Busing for Transportation

All reasonable means shall continue to be employed to notify District residents and, in particular, parents/legal guardians of children currently attending private and parochial schools of the relevant deadlines for filing of an application for transportation. April 1 is the deadline for non-public school students receiving transportation and who desire to continue for the next school year. The April deadline applies to students living within the District who may be considering non-public attendance for the following school year. An application should be filed, even if the parent/legal guardian has not made a final decision. The deadline for requests for transportation from new residents of the District is thirty (30) days after establishing residence in the District. The District continues to permit parents/legal guardians of non-public school children to submit transportation requests for more than one (1) school by the April 1 deadline and/or permit parents/legal guardians to transfer the original request by the April 1 deadline. However, all requests for more than one school must be finalized no later than May 15 of each year for the following school year (select a single school).

A child must be five years old on or before December 1 of the school year for which busing is requested to be eligible for busing (same as public school). All children, for whom proper written application is made before the appropriate deadlines as provided for in Education Law and for distances within the limits specified in the Education Law, shall be assured of receiving the requested transportation.

If a parent/legal guardian has made appropriate application for a respective non-public school by April 1 and then, for whatever reason, moves within the school District, a new application for transportation from the new address should be made, as soon as possible, and must be made within thirty (30) days of the move to ensure busing. If the mileage exceeds fifteen (15) miles, it will become the parents'/legal guardians' responsibility to transport the child to an appropriate pick-up point.