

SPENCERPORT CENTRAL SCHOOL DISTRICT

ANNUAL TRANSPORTATION REQUEST FOR NON-PUBLIC SCHOOLS

**Submit by April 1st to:
2678 Nichols Street, Spencerport, NY 14559
FAX to 585-349-5018
www.spencerportschools.org**

The New York State Education Department deadline to renew or apply for transportation services to a non-public school program is April 1, 2018 for the 2018-19 school year. The New York State Education Department mandates the renewal and the application deadline. Applications received after April 1, 2018 are subject to eligibility and may be denied. A copy of the application shall be submitted to the transportation office no later than April 1, 2018. Applications should not be sent to the school of attendance. This application shall be completed even if the student currently utilizes Spencerport services for the 2017-18 school year.

Parents of new students within Spencerport Schools, shall register the students at the Spencerport Administration Building to receive support services, including transportation. Parents for new students applying may call the registrar's office at 349-5114. Parents renewing current students may send the application directly to the transportation office.

This application process is established to facilitate safe and efficient transportation for students attending approved non-public school programs throughout Monroe County. By law, services provided for Spencerport district students shall be provided to non-public school students who legally reside within the school district boundaries. The Spencerport School District will observe four early dismissals offered to grades K through 5 and two early dismissals to grades 6 through 8. Therefore, the non-public school administrator may request transportation for students for their own early dismissals up to four dates for K-5 or two dates for 6- 8. These requests must be submitted to and be approved by the Spencerport Director of Transportation or designee. The student's legal residence must be located in the Spencerport Central Schools attendance zone and within a 15-mile distance from the school of their attendance.

Depending on your school's program hours, location of school and other school programs served by our district, the timing of the transportation may exceed 1 1/2 hours in each direction. We will make every effort to ensure the ride does not exceed 2 hours in each direction.

If you have any questions, please contact the transportation office at 349-5180. Thank you for your prompt response to this request for transportation service.

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SPENCERPORT CENTRAL SCHOOL DISTRICT

As a matter of convenience, you may go to our WEBSITE and print additional forms.

Spencerportschools.org

Departments

Transportation

Non-public school request

You may either **MAIL** to

Spencerport Transportation

2678 Nichols St

Spencerport, NY 14559

OR

FAX your form(s) to

585-349-5018

Please remember your requests are due no later than April 1, 2018 for the 2018-19 school year.

Thank you



SPENCERPORT CENTRAL SCHOOL DISTRICT

Annual NON-PUBLIC SCHOOL Transportation Application

2678 Nichols Street, Spencerport, NY 14559

FAX: 585-349-5018

www.spencerportschools.org

Complete a separate request form for each student. Date _____

____ Current Spencerport Resident New Move In Residency Date _____

Student's Name _____ DOB / / Grade

First Last

School: _____ Address _____

Home Address _____

Parent Contact # 1 _____ Phone: _____

Parent Contact #2 _____ Phone: _____

Emergency Contact: _____ Phone: _____

Application Regulations and Special Conditions

- Children with IEP or 504 medical conditions requiring supervision on the bus, please contact the transportation office at 349-5180. You will need to provide documentation from your private health care provider to be reviewed by the district's physician.
- Section 3635(2) of NYSED Law and BOE Policy 5720 requires a request for transportation to a non-public school be submitted no later than April 1st of the preceding year. Requests made after this date will be subject to review for eligibility and may be denied.
- *Students grades K through 8 are eligible for limited alternate bus stop locations associated with day care requirements as outlined in NYSED law 3635(1) and BOE Policy 5720.

ALTERNATE PICK UP/DROP OFF (Applies to students grades K through 8*)

Transportation is required ____ AM only ____ PM only ____ Both AM & PM

AM Pick-up

PM Drop off

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Parent or Guardian Signature _____

Date _____

For Office Use Only Below This Line

Distance mileage home to school: /

	Bus #	Stop Location	Time
AM			
Transfer #			
PM			
Transfer #			

Routed by _____

Date: ____