

### REQUEST FOR TRANSPORTATION TO NON-PUBLIC SCHOOLS

**IMPORTANT:** This application must be received by the Transportation Department by the first Monday in April of the prior school year. All applicants must attach a Proof of Residency along with this document. Applications will not be accepted without a Proof of Residency. If your child is a new student or a kindergarten student, please submit a copy of their birth certificate.

#### TO BE COMPLETED BY PARENT/GUARDIAN

(PLEASE PRINT)

I, \_\_\_\_\_ residing at \_\_\_\_\_  
Parent/Guardian Name Street Address

\_\_\_\_\_ City/Town  
Development or R.D.

\_\_\_\_\_ Work Telephone Number  
Home Telephone Number

Student Name(s)	Age	Date of Birth	Grade Entering

School previously attended: \_\_\_\_\_

I, hereby, certify that the student(s) named above will be enrolled in the following school for the \_\_\_\_\_ school year:

\_\_\_\_\_ Address of Non-Public School  
Name of Non-Public School

I, hereby certify that I became a resident of the Ballston Spa Central School District on \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Signature of Parent or Guardian Date

**IMPORTANT:** Please be sure all information is completed in full and please your signature and date on the line above.

#### FOR TRANSPORTATION DEPARTMENT USE ONLY

Approved Date Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Date Stamp Here

Denied Effective Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Received By: \_\_\_\_\_

**READ THESE INSTRUCTIONS BEFORE COMPLETING REQUEST FORM**

Complete one form for EACH school of attendance and email to [transportationrequest@bscsd.org](mailto:transportationrequest@bscsd.org) or mail to:

Ballston Spa School District  
Attention: Routing Specialist  
1458 Saratoga Road  
Ballston Spa, New York 12020

**IMPORTANT:** A new transportation request must be completed each school year for each school, and be received on or before the first Monday in April. Parents should mail or deliver completed application(s) *Return Receipt Requested* to insure delivery and for proof of delivery. The District is not responsible for US Post Office delivery delays.

**FILING FOR MORE THAN ONE (1) SCHOOL BY THE APRIL DEADLINE**

If you are uncertain as to which private school your child will be attending the District allows parents of to submit transportation requests for more than one (1) private school, and/or allow parents to transfer the original request by the April deadline. If you submit more than one request, you must notify us no later than May 15, which school your child will be attending. (Parents must decide on one school only.) All requests received after the first Monday in April will be considered as “late requests” and will be processed according to established procedures and guidelines.

**PROOF OF RESIDENCY**

Documents that may be used for “Proof of Residency” include telephone bill, auto insurance ID card, lease agreement, power company bill (e.g. National Grid), cable TV or other service type bill, homeowner’s insurance policy, recently issued NYS motor vehicle license.

**UPON RECEIPT OF YOUR APPLICATION BY THE APRIL DEADLINE, THE DISTRICT WILL:**

1. Verify residency,
2. Determine whether the non-public school which transportation is being requested is within state mandated mileage guidelines,
3. Parents/guardians will be notified if the non-public school does not meet mileage eligibility requirements.

**APPLICATIONS RECEIVED AFTER THE APRIL DEADLINE**

Transportation will only be provided if space is available on an already scheduled bus to the school being requested. No applications will be considered if a bus is not already transporting students to that school.

**SCHOOL ENROLLMENT ACCEPTANCE**

Please submit an application by the first Monday in April, even if you have not received acceptance from the school in which your student(s) have applied. The application can be withdrawn at any time after the April deadline if enrollment is declined.

**IF YOU PLAN TO MOVE TO A NEW RESIDENCE WITHIN THE SCHOOL DISTRICT**

Your change of address after May 15 will be considered as a late request, and transportation may not be available.