

# Miller Place Union Free School District

7 Memorial Drive, Miller Place, New York 11764-2036

Telephone: (631) 474-2700

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## Superintendent of Schools

Seth A. Lipshie

## Assistant Superintendent

Susan G. Craddock

## Executive Director for

### Educational Services

Sandra A. Wojnowski

## School Business Official

Colleen V. Card

## Director of Human Resources

Christopher J. Herrschaft

## Board of Education

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January 2024

Dear Parent and/or Guardian:

Pursuant to Section 3635(2) of the New York State Education Law, a parent must submit a request in writing for transportation to a nonpublic school no later than April 1 of the year preceding the transportation, unless the family moves into the District after April 1, in which case the request must be made within 30 days of establishing residency. Under the Law, it is the parent's responsibility, not the nonpublic school or the public school district's responsibility to make this request. The school district strictly adheres to this law. Therefore, the required form must be filed or postmarked by April 1, 2024 for transportation for the 2024-2025 school year.

Please note that the law specifically states that for late requests, ignorance, forgetfulness, or a belated parental decision to enroll a child in a nonpublic school, are not reasonable explanations under the Law.

Enclosed you will find the form(s) which must be completed, filed, or postmarked with the Transportation Office at the above address no later than April 1, 2024 so transportation arrangements may be made for your child/children to attend private/parochial school for the 2024-2025 school year. It is **necessary** to complete the Miller Place School District form(s), although you may have already submitted a similar form to the private/parochial school or the private/parochial school has submitted a request on your behalf to the District. We require **all** the information requested on the Miller Place School District application to be completed accurately, including a parent or guardian signature and the date signed for our records.

If your child is starting school for the first time in 2024-2025, or if you have newly moved into the Miller Place School District, you must first register your child/children in the District Administrative Office at the above address. In order to register your child, please check the District website for registration information and forms necessary for registration. Transportation requests cannot be processed until this registration has been completed.

If you need additional forms or if you have questions, please do not hesitate to contact my office at (631) 474-2700 extension 730.

Sincerely,

*Colleen V. Card*

Colleen V. Card

School Business Official

Enclosure

# Miller Place Union Free School District

7 Memorial Drive, Miller Place, New York 11764

## PRIVATE AND PAROCHIAL SCHOOL TRANSPORTATION APPLICATION 2024-2025 SCHOOL YEAR

**\*STATE LAW REQUIRES APPLICATION BE FILED ON OR BEFORE APRIL 1, 2024\***

Date \_\_\_\_\_

In accordance with the Laws of the State of New York, I hereby request transportation for:

### Student Information: (Please print all information)

Student's Name \_\_\_\_\_  
Last First

Address \_\_\_\_\_  
House Number Street Town Zip Code

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Age-December 1, 2024

\_\_\_\_\_  
Grade-September 2024

### Parent Information:

Parent/Guardian Name \_\_\_\_\_

Telephone Numbers \_\_\_\_\_  
(Include area code) Home Work Other

### Emergency Contact:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_

### School Information:

Name of School \_\_\_\_\_

Address of School \_\_\_\_\_  
Number Street Town Zip Code

School Telephone Number \_\_\_\_\_

Student's Schedule: Start Time: \_\_\_\_\_ Dismissal Time: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

**REMINDER:** Student must be registered in the Miller Place Union Free School District before this request can be processed. Birth Certificate and proof of residency is required when entering school for the first time.

**NOTE:** If student is currently attending school within the Miller Place School District, please indicate which building your child is attending:

Andrew Muller Primary School \_\_\_\_ Laddie A. Decker Sound Beach School \_\_\_\_  
North Country Road Middle School \_\_\_\_ Miller Place High School \_\_\_\_

**\*\*Parents must complete additional paperwork to withdraw students from their Miller Place school building.\*\***