



An Open Letter to Non-Public Schools and Non-Public School Parents & Guardians
Regarding Transportation for Non-Public School Students

(Updated April 2023 and effective until a revised letter is distributed)

We often receive many questions regarding transportation to non-public schools. We are providing this updated open letter to Millbrook families to inform parents and guardians with children in non-public schools of their rights and responsibilities with regard to student transportation services.

According to New York State Education Law, Section 3635, a public school district is required to provide transportation for non-public school students who reside within the district's borders to their non-public school if the distance from home to the non-public school is less than 15 miles. This means that requests for transportation to schools with distances greater than 15 miles will generally be denied, even if they have been approved in the past. Distances will be measured by Google Maps, using the nearest and most direct routes legally traversable by a school bus.

In the event that there is at least one non-public transportation request to a given school that is within the 15-mile limit, Millbrook Central School District will create a centralized pick-up point which will accommodate all other transportation requests for that school, which may otherwise have been denied. When this happens, it is the responsibility of the parents or guardians of those students to provide transportation to the centralized pickup point.

Also, please note that all transportation requests must be made by April 1st of the school year preceding the year in which transportation is being requested. Failure to do so will result in the denial of transportation, subject to the following exceptions:

1. if a student moves into the district after April 1st, the request must be made within 30 days of establishing residency;
2. if the transportation can be provided at no additional cost to the District; and/or,
3. if there is a 'reasonable explanation' for the delay that is presented to, and approved by, the Board of Education. Reasonability is solely decided by the Board of Education, and its decision is final.

Thank you for your adherence to the protocols and procedures outlined in this letter. If you have any questions about this or any related matters, I can be reached directly by email or phone at elliot.garcia@millbrookcsd.org or at 845.677.4200 ext. 1102.

Sincerely,

Elliot García
Assistant Superintendent for Business and Personnel