



East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

Dr. Clarence G. Ellis
Superintendent of Schools
845-577-6011

Janette Silva
Director School Transportation II
845-577-6490

January 18, 2023

Dear school administrator,

You have or will be receiving the pre-populated Non-Public Transportation Request Forms for the 2023-2024 school year. As my previous correspondence had stated, the District will most certainly appreciate your partnership in the collection and transfer of these forms to the Transportation office.

Besides the school's collection and transfer of these forms, there are currently four other options available to parents for the form submission. The first is by dropping the forms in a sealed envelope in the drop-box which is located outside of the main door of the Administration building. The second is to mail the form to the District via the USPS. The third, which is the newest method, is to submit the form AND any required supporting documentation to the email address which has been established and is available beginning today, January 18, 2023. This email address is: Np-forms@ercsd.org. The fourth option is for parents to electronically fill out their child's application online through the district's website www.ercsd.org under the Transportation Department. Please remind parents to keep a copy of their children's application forms for their records. The district will not be accepting late applications after April 1, 2023. All applications must be dated and have the parent/guardian's signature in order for the application to be fully processed.

All returning students that are currently being transported for 2022-2023 school year must only fill out the "Renewal Form". All changes must be documented on the form. If there is a change of address then proof of address is required. Acceptable and up to date documentation: a utility bill, a water bill, a telephone landline bill and/or the parent/guardian's Driver's License. All applications must be signed and dated in order to be processed.

This information will also be posted on the District website as well.

Please understand that the collection of these forms is a daunting task and we GREATLY appreciate any assistance you can provide.

Thank you and stay safe.

Best,


Janette Silva

As a unified community, the East Ramapo Central School District is committed to educating the whole child by providing a healthy, safe, supportive, engaging and challenging learning environment.