



CLARKSTOWN CENTRAL SCHOOL DISTRICT

62 Old Middletown Road · New City · NY 10956
Tel: (845) 639-6300
www.ccsd.edu

SCHOOL YEAR 2026-2027 ANNUAL FORM TO REQUEST TRANSPORTATION TO A NON-PUBLIC SCHOOL

DEADLINE: APRIL 1, 2026

Pursuant to New York Education Law § 3635, a parent/guardian must file a written request for transportation by April 1st of the proceeding school year; or within thirty (30) days of establishing residency in the school district. **Requests must be submitted annually.**

Please review all the **rules for non-public school transportation requests** included with the application. By submitting this request, you confirm your understanding of the rules and your obligations as outlined.

Submit all required documentation with this application. Required documents list is attached. Incomplete applications will not be processed.

Name of School: _____ School Phone#: _____

School Address: _____

School NYSED BEDs Code: _____
(Contact the school for the BEDs Code)

Child's First and Last Name: _____ Grade in Sept. 2026: _____ Date of Birth: _____

Parent/Guardian Name (Print) _____ Home Phone Number _____

Parent/Guardian Signature _____ Alternate Phone Number _____

House/Street Address (No PO Box #) _____ Nearest Cross Street to Home _____

Town & Zip Code _____ Email Address _____

Emergency Contact Name and Phone Number (other than self): _____

Mail form To: Clarkstown Central School District
62 Old Middletown Rd.
New City, NY 10956

Or call to: (845)639-6473

Or Email To: nonpublicbus@ccsd.edu

RULES FOR NON-PUBLIC SCHOOL TRANSPORTATION REQUESTS

- **AGE REQUIREMENT** – A student must be five (5) years of age on or before December 1st of the school year of requested transportation. Proof of age and parental relation (copy of birth certificate) is required submission with the application.
- **PROOF OF CLARKSTOWN SCHOOL DISTRICT RESIDENCY** – Proof of residency withing the Clarkstown Central School District, and parent government issued ID must be submitted.
- **ANNUAL APPLICATION REQUIREMENT** – Transportation requests must be submitted each year. Request forms do not carry over from year to year.
- **SUBMISSION DEADLINES** – Transportation requests forms **must be** submitted by **April 1, 2026**, for the 2026-2027 school year.
- **NEW TO DISTRICT AFTER APRIL 1ST** – Families moving into the District after April 1st have 30 days to submit a transportation request.
- **DISTANCE LIMITS** – Students in grade K – 8 who live more than .4 miles from school, and grades 9 – 12 who live more than 1.5 miles from school, are eligible for transportation services to a non-public school fifteen (15) miles or less from the home address.
- **MILEAGE CALCULATIONS** – Mileage will be determined by the District Transportation Routing System.
- **DATES OF SERVICE** – Transportation to non-public schools is provided during the school year, when Clarkstown Central School District schools are in session. If the Clarkstown Central School District schools are not in session, (weather, conference days, holidays, etc.), no non-public school transportation will be provided. Please check the District website for up-to-date information, www.ccsd.edu.
- **PICK UP AND DROP OFF TIMES** – There will only be one pick-up and drop-off time for each non-public school regardless of grade. The times will be established by the Clarkstown Transportation Department and the Chief Administrator of the non-public school.
- **ROUTE CHANGE REQUESTS** – Once a route has been assigned, we will not honor any changes. Routes are subject to change in accordance with the addition/deletion of eligible student riders during the school year and for reasons of safety and/or efficiency.

REGISTRATION INFORMATION FOR NON-PUBLIC TRANSPORTATION REQUEST

PROOF OF RESIDENCY

All students applying for transportation to a Non-Public school must provide the proper documentation as outlined below to establish residency. All proofs of residency must be current, i.e. tax bill and utility bill cannot be dated prior to 60 days before submission of this registration. The documents provided must always state the student's physical address. A Post Office Box is never an accepted address for the purpose of determining residency. Leases and affidavits must be updated annually, and homeownership will be verified via annual tax bill.

HOMEOWNERS

The name and address on the documents must match the name and address of the parent or legal guardian of the student being registered.

_____ **Mortgage Statement or Tax Bill**

If you have just recently closed on a new home, please provide your Settlement/Closing Statement or Deed.

-AND-

_____ **Current Utility Bill OR Utility hook-up receipt**

(i.e., cable, electric, gas/fuel, water, home telephone or internet service)

-OR-

RENTERS

The name and address on the documents must match the name and address of the parent or legal guardian of the student being registered.

_____ **Signed Lease Agreement with the terms listed and landlord's phone number.**

-AND-

_____ **Current Utility Bill OR Utility hook-up receipt (i.e., cable, electric, gas/fuel, water, home telephone or internet)**

-AND-

BIRTH CERTIFICATE

Copy of original birth certificate with raised seal (translated in English, if necessary)

PROOF OF PARENTAL RELATIONSHIP

Students will be registered when proper proof of parental relationship is presented.

_____ **Driver's License or Government Issued I.D.**

_____ **Custody Paperwork, if necessary:**

Foster Parents: DSS-2999 form is required.

Guardianship: Guardianship documents signed by a court officer are required.

Separated or Divorced Parents: Documents signed by court officer stating parent has physical custody of the child is required.

The Transportation Department reserves the right to request additional and/or updated proof of residency