

2026-2027 SPECIAL PERMISSION NOTICE

****KCS D IS NOT CONSIDERING REQUESTS FOR SPECIAL PERMISSION TO ANY GRADE AT CHAMBERS & EDSON ELEMENTARY SCHOOLS. M. CLIFFORD MILLER AND J. WATSON BAILEY MIDDLE WILL BE CLOSELY MONITORED DUE TO CURRENT ENROLLMENT PROJECTIONS****

The Kingston City School District values its partnership with families and understands that some may require before and after school care to support their child's educational needs.

Special Permission requests for the 2026–27 school year must be submitted by June 30, 2026. The request form is available on the district website and in the main office of all district schools.

Families with existing special permission approval do not need to reapply. Students approved during the 2025–26 school year will be included in planning for 2026–27 unless a parent or guardian notifies the district in writing that they wish for their child to return to their home school.

If the district is unable to continue a special permission placement, families will be notified in writing no later than **July 15**.

General Special Permission Information and Procedures:

- Special permission is defined as permission for a student to attend a school in the Kingston City School District in an attendance zone outside of the student's residence.
- **The approval or denial of all requests for the upcoming 2026-2027 school year will be communicated no later than August 1 by the office of Teaching & Learning.**
- **KCS D Transportation is not provided for students attending on special permission.** However, students attending a childcare provider within the school's attendance area may request to ride an existing bus route to and from established bus stops, based on seat availability. A Special Permission Alternative Bus Stop Request Form must be submitted for approval.
- **If a student attending on special permission demonstrates a pattern of frequent absences, tardiness, or inappropriate behavior, the school principal may revoke the special permission.** This determination is made quarterly, and the student will return to their home attendance-area school. The principal will notify the student and parent.
- If a student moves out of a school's attendance area but remains within district boundaries during the school year, a request for special permission to remain at the current school may be submitted using the Special Permission Request Form, subject to principal approval. Transportation will not be provided. Parents should contact the school principal with any questions.



Dr. Paul J. Padalino, Superintendent

We Inspire. We Educate. We Graduate.
All Students. All of the Time

21 Wynkoop Place ♦ Kingston, NY 12401 ♦ 845.943.3000

KINGSTON CITY SCHOOL DISTRICT
REQUEST FOR SPECIAL PERMISSION – 2026-2027 SCHOOL YEAR

Student Information

School Year: School Requested:

Student Name: Grade:

School where I reside:

Address:

Parent / Guardian Information

Parent / Guardian Name:

Email Address: Daytime Phone:

Reason for request of special permission

- Daycare
Moved to another attendance zone – Proof of residency must be attached.
Sibling attends requested school
Other:

Acknowledgment of Special Permission Rules

I understand: If this request is approved, it can also be revoked by the principal for reasons stated in the Special Permission Notice. Please initial here

Permission for the transfer will only be honored if the requested school grade class size permits. Please initial here

Transportation is the responsibility of the parents. Please initial here

Parent/Guardian Signature: Date:

ACTION OF THE SUPERINTENDENT (for office use)

APPROVED DENIED

Superintendent's Signature:

Date:

DAY CARE INFORMATION

(Return with *Request for Special Permission Form*)

Parent/Guardian Name: _____

Date: _____

School: _____

To Whom It May Concern:

This is to certify that I _____
(print name) reside at

_____ and provide childcare in my home for the
(street address of your residence)

following student(s): (please indicate name and grade of each student):

Signed: _____
Signature of childcare provider

Any person who knowingly and with intent to defraud the Kingston School District or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act, which is a crime.

Please complete this form and return it at your earliest convenience to:

Kingston city School District
Attn: Special Permissions
21 Wynkoop Place
Kingston, NY 12401

**KINGSTON SCHOOL DISTRICT
ALTERNATIVE BUS STOP REQUEST
2026-2027 SCHOOL YEAR**

If you are requesting transportation to and/or from an alternative bus stop, **please complete and return this form to the school that your child attends. A separate form must be completed for EACH child. A new form must be completed each school year (even if your childcare arrangements have not changed).** Allow up to 5 business days to process. Requests received **after August 15** may take up to **10 business days** to process.

School: _____ Date: _____

Child's Name: _____ Grade: _____

Home Address: _____

Home# (____) _____ Work# (____) _____ Cell# (____) _____

Email _____

Emergency Contact 1 _____ Relationship _____

#(____) _____ Alt# (____) _____

Emergency Contact 2 _____ Relationship _____

#(____) _____ Alt# (____) _____

Requested Start Date: _____

Name of Day Care Center, Childcare Provider or Housing Site

Address of Day Care Center, Childcare Provider or Housing Location

(____) _____
Phone Number

Pick Up Location In A.M.

- Day Care/Child Care Provider/Housing Site
- Home

Circle Days: M T W TH F; All

Drop Off Location In P.M.

- Day Care/Child Care Provider/Housing Site
- Home

Circle Days: M T W TH F; All

Parent/Guardian Signature

Please Print Name

Circle Days: M T W TH F; All

For Office Use Only:

School Approval

Revised 8/1/23

Date Processed

STUDENT ID

(For office use only)