

REQUEST FOR TRANSPORTATION TO A NON-PUBLIC SCHOOL

School Year 20____ – 20____

To the Parent/Guardian:

Under New York State Education Law §3635, a parent or guardian must submit a written request for transportation to a non-public school **no later than April 1** preceding the school year for which transportation is requested. A request is valid for one school year only; **a new form and supporting documents must be submitted each year**. Families who establish residency in the District after April 1 must submit a request within 30 days of moving into the District.

Transportation is provided to non-public schools located up to 15 miles from the student's home, measured by the nearest available route.

Requests must be received by April 1. Requests received after April 1 are late and will not be processed for the start of the school year. Late requests are referred to the District for review under Education Law §3635, and the parent/guardian must submit a written statement of the reason for the delay with the request.

Required Documents

A request is not considered complete, and will not be processed, until all of the following are received:

1. This form, completed and signed (one form per child)
2. Two current proofs of residency in the parent/guardian's name at the physical address listed below — one from each group:
 - Group A: deed, mortgage statement, current lease, or property tax bill
 - Group B: utility bill, bank statement, pay stub, or government correspondence dated within the last 60 days
3. Written confirmation of enrollment or acceptance from the non-public school for the school year requested, on school letterhead, showing the school's address
4. **For first-time requests only:** a copy of the student's birth certificate or passport
5. **For requests submitted after April 1 or within 30 days of establishing residency:** a written explanation of the reason for the late submission and proof of the date residency was established

Please use a separate form for each child.

STUDENT'S NAME _____ **DATE OF BIRTH** _____

GRADE IN SEPTEMBER 20____ (A student must be 4 years of age before December 1 to enroll in Pre-K and 5 years of age before December 1 to enroll in Kindergarten.)

NAME OF NON-PUBLIC SCHOOL _____

SCHOOL ADDRESS _____ **ZIP** _____
(street, city/town/village, ZIP)

SCHOOL BEDS CODE (if known) _____

PHYSICAL ADDRESS OF STUDENT _____

MAILING ADDRESS (if different) _____

PHONE _____ **EMAIL** _____

Date family established residency in Chester UFSD (if after April 1) _____

I certify that the student named above resides with me at the physical address listed, that the information on this form is accurate, and that I will notify the District of any change of address or school.

Parent/Guardian (print) _____ **Signature** _____ **Date** _____

FOR DISTRICT USE ONLY

☐ Form complete ☐ Residency (A) ☐ Residency (B) ☐ School confirmation
☐ Birth certificate (first-time) ☐ Late explanation / residency date
Received on: _____ ☐ Timely ☐ Late — reason: ☐ Accepted ☐ Denied
Distance: _____ miles ☐ Eligible ☐ Not eligible
Reviewed by: _____ Date: _____