

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

Transportation Department

124 Grand Street
Newburgh, NY 12550
845 568-6833
845 568-6836 FAX

January 10, 2018

**Re: Transportation Forms for Private/Parochial School Students 2018-2019
New Registration of Private/Parochial School Students 2018-2019**

Dear Parent/Guardian,

In accordance with New York State Education Law, transportation request forms for transportation to nonpublic schools must be submitted no later than April 1, 2018. Returning students may mail or fax their completed Transportation Request Form (enclosed) to:

Newburgh Enlarged City School District
Office of Transportation
124 Grand Street
Newburgh, NY 12550
Fax #: 845-568-6836

New registrants and currently registered students who have moved are required to file in person at the Office of Registration, located at 124 Grand Street, Newburgh, between the hours of 8:00 AM and 3:30 PM and provide the following:

- Birth Certificate (In accordance with New York State Education Law student must be 5 years of age prior to December 1, 2018 to be eligible for transportation)
- Picture ID of parent/guardian
- Immunization record and recent Physical Examination
- Proof of residency (utility bill, rental agreement or mortgage statement)

If the student requires an alternate stop/baby sitter, an Alternate Stop Form must be completed as well. Forms are available on the transportation page of the District website (www.newburghschools.org) or at the Transportation Department.

Parents/guardians are reminded that signed applications must be received by the Transportation Office no later than April 1, 2018 for a student to be eligible for bus transportation in September 2018.

Please Note: District offices will be closed for Spring Recess from Monday, March 26, 2018 through Monday, April 2, 2018.

Sincerely,

Mark J. Connolly
Transportation Coordinator