

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

Transportation Department

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

January 13, 2017

**Re: Transportation Forms for Private/Parochial School Students 2017-2018
New Registration of Private/Parochial School Students 2017-2018**

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, 2017. 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, 2017 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, 2017 for a student to be eligible for bus transportation in September 2017.

Sincerely,

Mark J. Connolly
Transportation Coordinator

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

BUS TRANSPORTATION REQUEST FORM

FOR PRIVATE / PAROCHIAL SCHOOLS

2017– 2018 School Year

SCHOOL NAME & ADDRESS _____		PHONE _____
NAME & ADDRESS OF STUDENT _____		PHONE _____
GRADE LEVEL IN SEPT/2017 _____	D/O/B _____	
PARENT/GUARDIAN _____	PHONE _____	
EMERGENCY CONTACT _____	PHONE _____	

_____ (Signature of Parent/Guardian)	_____ Date
_____ (Signature/School Administrator)	_____ Date

If your child(ren) will be picked-up and/or dropped-off at a location other than your home address, an Alternate Stop form providing the alternate address information must be submitted to the Transportation Office. The Alternate Stop Form can be found on the Transportation page of the District website (www.newburghschools.org).

NOTE: In accordance with the Education Law, this form must be completed and filed by April 1, 2017 by the parent/guardian of pupil(s) who reside in the Newburgh Enlarged School District and desire transportation to Private/Parochial schools. Student must be 5 years of age by December 1, 2017 and meet distance eligibility requirements to be eligible for bus transportation.

A separate form is needed for each child.

FORMS SHOULD BE SUBMITTED NO LATER THAN APRIL 1, 2017

**Please return to: Newburgh Enlarged City School District Transportation Dept.
124 Grand St.
Newburgh, NY 12550
845-568-6833
845-568-6836 fax**