

# **NEWBURGH ENLARGED CITY SCHOOL DISTRICT**

## **Transportation Department**

124 Grand Street  
Newburgh, NY 12550

845 568-6833  
845 568-6836 FAX  
Transportation@necsd.net

January 6, 2023

Re: Transportation Request Forms for Private/Parochial School Students 2023-2024  
New Registration of Private/Parochial School Students 2023-2024

Dear Parent/Guardian,

In accordance with New York State Education Law, a Transportation Request Form for transportation to a nonpublic school must be submitted for eligible students before **April 1, 2023**. 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  
Email: transportation@necsd.net

New registrants and currently registered students who have moved are required to file online or 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, 2023 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 /babysitter stop, an Alternate Stop Form must be completed and returned before April 1st as well. Forms are available on the transportation page of the District website [www.newburghschools.org](http://www.newburghschools.org) or at the Transportation Department.

Parents/guardians are reminded that signed applications must be received by the Transportation Office before April 1, 2023 for a student to be eligible for bus transportation in September 2023. **Late requests will result in your child(ren) being assigned to a group pick up and drop off location.**

Sincerely,

Patricia Coyne  
Transportation Coordinator

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Enero 6, 2023

- Formularios de Transporte para Estudiantes De Escuela Privada/Parroquial 2023-2024
- Nuevo Registro de Estudiantes de Escuelas Privadas/Parroquiales 2023-2024

Estimados Padres/Guardian,

De acuerdo con la Ley de Educación del estado de Nueva York, se debe enviar un formulario de solicitud de transporte para el transporte a una escuela no pública para estudiantes elegibles antes del **1ro de abril de 2023**. Los estudiantes que regresan a la escuela pueden enviar por correo o fax su Formulario de Solicitud de Transporte completado (adjunto) a:

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

Los nuevos registrantes y estudiantes registrados actualmente que se han mudado deben presentar en persona en la Oficina de Registro, ubicada en 124 Grand Street, Newburgh, entre las 8:00 AM y 3:30 PM y proporcionar lo siguiente:

- Certificado de nacimiento (de conformidad con la Ley de Educación del Estado de Nueva York, el estudiante debe tener 5 años de edad antes del 1ro de Diciembre de 2023 para ser elegible para transporte)
- Identificación con foto del padre o guardian
- Registro de inmunización y examen físico reciente
- Prueba de residencia (factura de servicios públicos, contrato de alquiler o declaración de hipoteca)

Si el estudiante requiere una parada alternativa de niñera, también se debe completar un formulario de Parada Alternativa antes del 1ro de Abril. Los formularios están disponibles en la página de transporte del sitio web del distrito [www.newburghschools.org](http://www.newburghschools.org) o en el Departamento de Transporte.

Se recuerda a los padres / tutores que la Oficina de Transporte debe recibir las solicitudes firmadas antes del 1ro de abril de 2023 para que un estudiante sea elegible para el transporte en autobús en septiembre de 2023. **Las solicitudes tardías resultarán en la asignación de sus hijos a un grupo. recoger y dejar el lugar.**

Sinceramente,

Patricia Coyne  
Coordinadora de Transporte

**NEWBURGH ENLARGED CITY SCHOOL DISTRICT  
BUS TRANSPORTATION REQUEST FORM  
FOR PRIVATE / PAROCHIAL SCHOOLS**

**2023 – 2024 School Year**

**SCHOOL NAME AND ADDRESS (nombre y dirección de la escuela):**

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**NAME AND ADDRESS OF STUDENT (nombre y dirección del estudiante):**

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**GRADE LEVEL IN SEPT 2023 (grado en 2023): \_\_\_\_\_ DOB (fecha de nacimiento): \_\_\_\_\_**

**PARENT/GUARDIAN (nombre del padre/guardian):**

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**PARENT/GUARDIAN PHONE (teléfono del padre/guardian): \_\_\_\_\_**

**EMERGENCY CONTACT (el contacto de emergencia): \_\_\_\_\_**

**EMERGENCY CONTACT PHONE (teléfono del contacto de emergencia):**

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**Signature of Parent/Guardian (firma del padre/guardian):**

**Date/fecha:**

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**Signature of School Administrator (firma del administrador):**

**Date/fecha:**

**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](http://www.newburghschools.org).**

**NOTE:** In accordance with the Education Law, this form must be completed and filed before April 1, 2023 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, 2023 and meet distance eligibility requirements to be eligible for bus transportation.

**FORMS MUST BE SUBMITTED BEFORE APRIL 1, 2023. Late requests will result in your child(ren) being assigned to a group pick up and drop off location.**

**A SEPARATE FORM IS NEEDED FOR EACH CHILD.**

**PLEASE RETURN TO:**

Newburgh Enlarged City School District Transportation Dept.  
124 Grand St.  
Newburgh, NY 12550  
845-568-6833 office      845-568-6836 fax  
Email: [Transportation@necsd.net](mailto:Transportation@necsd.net)