

### REQUEST FOR TRANSPORTATION TO NONPUBLIC SCHOOLS

**IMPORTANT:** This application must be received by April 1 of the prior school year. All applicants must attach a "Proof of Residency" document WITH this application (Instructions below). Applications will not be accepted without "Proof of Residency." If your child is a new student or a kindergarten student we must have a copy of their Birth Certificate.

I \_\_\_\_\_ residing at \_\_\_\_\_  
Parent / Guardian Name Street Address

\_\_\_\_\_ City/Town  
Development or R.D.

\_\_\_\_\_ Home Telephone Number \_\_\_\_\_ Work Telephone Number

| Student Name(s) | Age | Date of Birth | Grade Entering |
|-----------------|-----|---------------|----------------|
|                 |     |               |                |
|                 |     |               |                |
|                 |     |               |                |
|                 |     |               |                |
|                 |     |               |                |
|                 |     |               |                |

School previously attended: \_\_\_\_\_

I hereby certify that the child(ren) named above will be enrolled in the following school for the \_\_\_\_\_ school year:

\_\_\_\_\_  
Name of Non-Public School Address of Non-Public School

I hereby certify that I became a resident of the Ballston Spa Central School District on \_\_\_\_\_  
Month Day Year

\_\_\_\_\_  
Signature of Parent or Guardian Date

*IMPORTANT: Please be sure all information is completed in full and place your signature and date on the line above.*

| FOR TRANSPORTATION DEPARTMENT USE ONLY |                         |                                     |                    |
|--|-------------------------|-------------------------------------|--------------------|
| ____ Approved                          | ____ Denied             | Effective Date ____ / ____ / 20____ | Date Stamp Here    |
| AM Bus Number: _____                   | Animal Character: _____ |                                     |                    |
| PM Bus Number: _____                   | Animal Character: _____ |                                     | Received By: _____ |

## **READ THESE INSTRUCTIONS BEFORE COMPLETING REQUEST FORM**

Complete one form for EACH school of attendance and send to the following address:

Ballston Spa School District  
Attention: Transportation Director  
1458 Saratoga Road  
Ballston Spa, New York 12020

**IMPORTANT:** A new transportation request must be completed each school year for each school, and be received on or before April 1. Parents should mail or deliver completed application(s) *Return Receipt Requested* to insure delivery and for proof of delivery. The District is not responsible for US Post Office delivery delays.

### **FILING FOR MORE THAN ONE (1) SCHOOL BY APRIL 1 DEADLINE**

If you are uncertain as to which private school your child will be attending the District allows parents of to submit transportation requests for more than one (1) private school, and/or allow parents to transfer the original request by the April 1st deadline. If you submit more than one request, you must notify us no later than May 15, which school your child will be attending. (Parents must decide on one school only.) All requests received after April 1 will be considered as "late requests" and will be processed according to established procedures and guidelines..

### **PROOF OF RESIDENCY**

Documents that may be used for "Proof of Residency" include telephone bill, auto insurance ID card, lease agreement, power company bill (e.g. National Grid), cable TV or other service type bill, homeowner's insurance policy, recently issued NYS motor vehicle license.

### **UPON RECEIPT OF YOUR APPLICATION BY APRIL 1 DEADLINE, THE DISTRICT WILL:**

1. Verify residency,
2. Determine whether the non-public school which transportation is being requested is within state mandated mileage guidelines,
3. Parents/guardians will be notified if the non-public school does not meet mileage eligibility requirements.

### **APPLICATIONS RECEIVED AFTER APRIL 1 DEADLINE**

Transportation will only be provided if space is available on an already scheduled bus to the school being requested. No applications will be considered if a bus is not already transporting students to that school.

### **SCHOOL ENROLLMENT ACCEPTANCE**

You must submit an application by April 1st, even if you have not received acceptance from the school in which your child(ren) have applied. The application can be withdrawn at any time after April 1st if enrollment is declined.

### **IF YOU PLAN TO MOVE TO A NEW RESIDENCE WITHIN THE SCHOOL DISTRICT**

Your change of address after May 15 will be considered as a late request, and transportation may not be available.