

January 22, 2018

Dear Parent/Guardian:

Enclosed please find a "Non-Public Transportation Request" form for the 2018/19 school year. Please refer to the "**Note**" at the bottom of this request form.

Our **Non-Public School Transportation Request** is used in budgeting for each new school year, therefore it is important to fill out a request **even if there is uncertainty that your child will be attending the school requested**. Failure to do so could result in a denial of request after April 1st. If you do fill out a request and find that your child will not be using the bus in September, please notify me so your requested seat on the bus is available for the next person. **Children residing within the district who will be five years old on or before December 1st are eligible to receive transportation.**

NOTE:

Also enclosed are **two** additional forms: a "**VERIFICATION OF DISTRICT RESIDENCY TO REQUEST TEXTBOOKS**" form provided through BOCES and a "**REGISTRATION**" form. Filling out a **Request For Transportation** form, a **Verification of District Residency to Request Textbooks** form and a **Registration** form is required so that we can verify your child's attendance at a Non-Public School even if you are not using the transportation we provide. All **three** forms must be filled out **separately for each child** if you are sending them to a Non Public School. If your child is a Kindergartener or if you recently moved in, please provide proof of residency and an original birth certificate as well.

If you have any questions, please do not hesitate to contact me at 631-870-2563.

Sincerely,

Lisa Krulder
Transportation/Business Office

Enclosures

MOUNT SINAI UNION FREE SCHOOL DISTRICT
BUSINESS OFFICE
118 NORTH COUNTRY ROAD
MOUNT SINAI, NEW YORK 11766
(631) 870-2563
FAX (631) 473-0905
NON-PUBLIC SCHOOL TRANSPORTATION REQUEST

(Please do not put more than one student on this sheet)

In accordance with the laws of the State of New York, I hereby formally request transportation for the school year 2018 – 2019.

NAME (of student): _____

Home Address: _____

SCHOOL: _____

Address of School: _____

PHONE: (of school) _____ HOURS: _____

Age: _____ Date of Birth: _____ Grade in September: _____

Signature Parent/Guardian

Home Telephone

Date

Work Telephone (or other alternate
to home phone in case of emergency)

*Note: This form must be received by the Mt. Sinai School District **NO LATER THAN APRIL 1ST**, unless the family moves into the district after April 1st, in which case, the request must be made within 30 days of establishing residency.*

*This form should be submitted even if there is uncertainty or possibility of change. One school can be requested at a time. The District should be notified as soon as possible in the event there is a change in the request. It would be most helpful if you could indicate the starting and ending times of the student's session. **Also, if your child is NOT using transportation but still attending a Non-Public School, you must still notify the Business Office of Mt. Sinai School District.** This will enable us to verify that your child lives within our District when we are billed for Health Services and Textbooks for the school your child will attend.*

Children residing within the district who will be five years old on or before December 1st are eligible to receive transportation. If the student is entering school for the first time, i.e. Kindergarten or a new resident, you must register in the District office and submit an **original** birth certificate with raised seal and proof of residency (**deed or tax bill**).

-----OFFICIAL USE ONLY -----

Date Received @ Transportation Office
