



CLARKSTOWN CENTRAL SCHOOL DISTRICT

30 Parrott Road, West Nyack, NY 10994

SCHOOL YEAR 2024-2025

ANNUAL FORM TO REQUEST TRANSPORTATION TO A NON-PUBLIC SCHOOL

New York State education law, section 3635, mandates that a written request be filed each year, no later than April 1st, requesting transportation to a non-public school for the following school year.

PLEASE NOTE: Student must be 5 years of age before December 1st, 2024.

IMPORTANT: Per Section 3635; this form is to be submitted no later than April 1st of the school year prior to requested transportation.

LATE FILING MAY RESULT IN DENIAL OF REQUEST...

Name of school: _____ Telephone # _____

Full address you request transportation to: _____

Name of Child (One form per child): _____ Grade: _____ Date of Birth: _____

Exact mileage, including tenths, from the home to the school is _____ miles.

Mileage of 15 and under will determine eligibility for transportation.

Students residing more than 15 miles may be provided transportation, via central pick-up point law, only when one student establishes the need.

Indicate the exact route used to determine mileage. _____

TIME SCHEDULE OF SCHOOL: | MON. | TUES. | WED. | THURS. | FRI.

CLASS START TIME:

CLASS ENDING TIME:

PLEASE NOTE: It is your responsibility to provide accurate information so that we may properly determine eligibility, budget needs, and/or bid necessary contracts. Once a contract/route has been assigned, we will not honor any changes that will interfere with the performance of said contract/route. Routes are subject to change in accordance with the addition/deletion of eligible student riders during the school year and for reasons of safety and/or efficiency.

Parent/guardian signature _____

Home Phone Number _____

House/Street Address (no PO box #) _____

Alternate Phone # _____

Town & Zip _____

(Nearest Cross Street to Home) _____

Email Address _____

MAIL FORM TO: Clarkstown Central School District, Transportation Dept., at above address, or **EMAIL TO:** transportation@ccsd.edu

****PLEASE NOTE: WHENEVER CLARKSTOWN SCHOOLS ARE CLOSED THERE WILL BE NO BUSING PROVIDED TO NON-PUBLIC SCHOOL STUDENTS. PLEASE CHECK THE DISTRICT WEBSITE FOR UP TO DATE INFORMATION, WWW.CCSD.EDU.**

**** New students must submit a copy of birth certificate and proof of residency (lease or deed.) ****

**REGISTRATION INFORMATION
CLARKSTOWN CENTRAL SCHOOL
DISTRICT**

Transportation Department

Phone: 845-639-6380

PROOF OF RESIDENCY

All students applying for transportation to a Non-Public school must provide the proper documentation as outlined below to establish residency. All proofs of residency must be current, i.e. tax bill and utility bill cannot be dated prior to 60 days before submission of this registration. The documents provided must always state the student's physical address. A post office box is never an accepted address for the purpose of determining residency. Leases and affidavits must be updated annually, and homeownership will be verified via annual tax bill.

HOMEOWNERS

The name and address on the documents must match the name and address of the parent or legal guardian of the student being registered.

_____ **Mortgage Statement or Tax Bill**

If you have just recently closed on a new home, please provide your Settlement/Closing Statement or Deed.

-AND-

_____ **Current Utility Bill OR Utility hook-up receipt**

(i.e., cable, electric, gas/fuel, water, home telephone or internet service)

-OR-

RENTERS

The name and address on the documents must match the name and address of the parent or legal guardian of the student being registered.

_____ **Signed Lease Agreement with the terms listed and landlord's phone number**

-AND-

_____ **Current Utility Bill OR Utility hook-up receipt** (i.e., cable, electric, gas/fuel, water, home telephone or internet)

-AND-

BIRTH CERTIFICATE

Copy of original birth certificate with raised seal (translated into English, if necessary).

PROOF OF PARENTAL RELATIONSHIP

Students will be registered when proper proof of parental relationship is presented.

_____ **Driver's License or Government Issued I.D.**

_____ **Custody Paperwork, if necessary:**

Foster Parents: DSS-2999 form is required.

Guardianship: Guardianship documents signed by a court officer are required.

Separated or Divorced Parents: Documents signed by a court officer stating parent has physical custody of the child is required.

The Transportation Department reserves the right to request additional and/or updated proof of residency.