

# **NEWBURGH ENLARGED CITY SCHOOL DISTRICT**

## **Transportation Department**

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

January 8, 2020

Re: Transportation Forms for Private/Parochial School Students 2020-2021  
New Registration of Private/Parochial School Students 2020-2021

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, 2020. 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, 2018 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](http://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, 2020 for a student to be eligible for bus transportation in September 2020.

Sincerely,

Patricia Coyne  
Transportation Coordinator

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Newburgh, NY 12550  
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## **IMPORTANT INFORMATION REGARDING NON-PUBLIC SCHOOL REQUESTS**

Dear Parent/Guardian,

In accordance with New York State Education Law, transportation request forms for transportation to non-public schools must be submitted no later than April 1<sup>st</sup> for transportation the following school year. Any requests received after the April 1<sup>st</sup> deadline will be reviewed for eligibility. If your child(ren) is determined to be eligible for transportation they will be assigned to a centralized pickup and drop off point located at a school within the Newburgh school district.

Sincerely,

Patricia Coyne  
Transportation Coordinator

# NEWBURGH ENLARGED CITY SCHOOL DISTRICT

## BUS TRANSPORTATION REQUEST FORM

FOR PRIVATE / PAROCHIAL SCHOOLS

2020– 2021 School Year

SCHOOL NAME & ADDRESS _____		PHONE _____
NAME & ADDRESS OF STUDENT _____		
_____		PHONE _____
GRADE LEVEL IN SEPT/2019 _____ 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](http://www.newburghschools.org)).

**NOTE:** In accordance with the Education Law, this form must be completed and filed by April 1, 2020 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, 2020 and meet distance eligibility requirements to be eligible for bus transportation.

**A separate form is needed for each child.**

**FORMS MUST BE SUBMITTED NO LATER THAN APRIL 1, 2020**

**Please return to: Newburgh Enlarged City School District Transportation Dept.**

**124 Grand St.**

**Newburgh, NY 12550**

**845-568-6833**

**845-568-6836 fax**