

**SARATOGA SPRINGS CITY SCHOOL DISTRICT
REQUEST FOR TRANSPORTATION TO NONPUBLIC SCHOOLS (2009-2010)**

THIS APPLICATION MUST BE RECEIVED BY APRIL 1ST TO BE ELIGIBLE FOR TRANSPORTATION

TRANSPORTATION DATE STAMP HERE

PLEASE COMPLETE EACH SECTION BELOW

TO: BOARD OF EDUCATION, SARATOGA SPRINGS CITY SCHOOL DISTRICT

I _____ residing at _____
Parent / Guardian Name Street Address

_____ City/Town
Development or R.D.

_____ Home Telephone Number

_____ Work Telephone Number

hereby request transportation for my child(ren) residing with me, whose name(s) are listed below, to and from the school named below for the 2009-10 school year.

Child's Name	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 2009-10 school year:

_____ Name of Non-Public School

_____ Address of Non-Public School

This application must be received by April 1, 2009. All applicants must attach a "Proof of Residency" document (Instructions on back) to this application. Applications will not be accepted without "Proof of Residency."

I hereby certify that I became a resident of the Saratoga Springs City School District in Saratoga Springs on _____, _____, _____.
Month Day Year

Please be sure all information is completed in full and place your signature and date on the line below. Be sure Proof of Residency is enclosed with application, otherwise the application may not be accepted.

_____ Signature of Parent or Guardian

_____ Date

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PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING APPLICATION

Complete one form for **EACH** school and send to below address.

All applications must be received by **April 1.**

**Saratoga Springs City School District
Attention: Transportation Director
25 Duplainville Road
Saratoga Springs, New York 12866
587-4545**

IMPORTANT: A new transportation request must be completed **each** school year for each school, and received on or before April 1. Parents should mail or deliver completed application(s), **Return Receipt Requested**, to insure delivery and for proper proof of receipt.

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

The Saratoga Springs City School District will allow parents of nonpublic school children to submit transportation requests for more than one (1) school, and/or allow parents to transfer the original request by the April 1st deadline. However, all such requests must be finalized no later than May 15. (Parents must decide on one school only.) Therefore, 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 (i.e., Niagara Mohawk), 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 anytime after April 1st if enrollment is declined. Please remind others you know of this requirement.

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.