

Saratoga Springs City Schools
 Application for Transportation to a
 Non-Public School
 (2010-2011 School Year)



**THIS APPLICATION MUST BE RECEIVED BY
 APRIL 1ST TO BE ELIGIBLE FOR TRANSPORTATION
 FOR THE NEXT SCHOOL YEAR.**

TRANSPORTATION DATE STAMP HERE

PLEASE COMPLETE EACH SECTION BELOW.

Parent/Guardian Name: _____
 Street Address: _____
 City or Town: _____
 Home Phone: _____ Work Phone: _____

I am requesting that the Saratoga Springs City School District provide transportation for my child(ren) listed below to

_____ Name of Non-Public School _____ Address of Non-Public School

I certify that the child(ren) listed below will be enrolled in the above school for the 2010-2011 School Year.

Child's Name	Age	Date of Birth	Grade Entering

School previously attended: _____

This application must be received by April 1, 2010. 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 on ____ / ____ / ____.

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.

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Instructions for completing Application for Transportation to a Non-Public School

Complete one form for **EACH** school and send to below address. All applications must be received by **April 1st**.

**Saratoga Springs City School District
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 1st. 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 1st 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 15th. (Parents must decide on one school only.) Therefore, all requests received after April 1st 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 1st 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 15th will be considered as a late request, and transportation may not be available.