

East Greenbush Central School District TRANSPORTATION DEPARTMENT

D. JACK HEDDEN-RAYMOND H. WERKING SR TRANSPORTATION CENTER
112 Hays Road • East Greenbush, NY 12061
Phone (518) 477-9288 • Fax (518) 477-7647
www.egcsd.org/transportation

Transportation Administrator DR WANDA MCQUEEN

Assistant Supervisor MARK HALSEY

Head Mechanic NATHAN SANFORD

Senior School Bus Drivers CARIANNE RUDOLPH JEFF SMITH

2/20/2024

Dear Parent/Guardian,

Students residing in the East Greenbush School District are eligible for transportation to a private or parochial school located within 15 miles of the student's primary address.

To request transportation, parents must submit a "Request for Transportation to Non-Public Schools" form to the Transportation Department <u>no later than April 1st each school year</u>. We ask parents to submit a completed form even if their child does not require District transportation. Forms received during the school year will be processed in a timely manner. Please make sure that your student is registered and that your current address is in place with our District Registrar.

Education Law § 3635-2. requires that parents submit a written request to their public school district for transportation to a nonpublic school, by April 1, or when not residing in the district on April 1, within 30 days after establishing residency. The purpose of this deadline is to enable school districts to budget funds and make necessary arrangements to provide reasonable and economical transportation.

District transportation is only provided to private and parochial schools on days the District is in session. Parents will need to arrange transportation on days the District is not in session. Please request a copy of your child's private / parochial school calendar directly from the school. If your child's school has an early dismissal listed, please contact us to review the transportation schedule specific to the school.

- In the event the District has a 2-hour weather-related delay, transportation will be provided. The bus pick-up time will be 2-hours later than usual.
- In the event the private or parochial school has a weather-related delay and the District does not, transportation will not be provided in the morning. The District will transport your child home in the afternoon.
- In the event the District closes early due to weather, private and parochial schools will be notified to dismiss our students early. The District will transport home at the earlier time.

Please don't hesitate to contact the Transportation Department should you have questions regarding days we transport to your child's school or your child's bus route. You can reach the transportation department at 518-477-9288 Monday through Friday. I hope your child has a wonderful school year!

Sincerely,

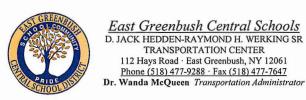
Dr. Wanda R. McQueen Transportation Administrator

Transportation Application for Private and Parochial Schools

Parents of resident students in need of transportation to a private or parochial school <u>MUST</u> submit an application for transportation <u>no later than April 1, 2024</u> for the 2024-2025 school year.

Education Law § 3635-2. requires that parents submit a written request to their public school district, for transportation to a nonpublic school, by April 1, or when not residing in the district on April 1, within 30 days after establishing residency. The purpose of this deadline is to enable school districts to budget funds and make necessary arrangements to provide reasonable and economical transportation.

If you have moved or changed your student's school of attendance, please contact the EGCSD Registrar at 518-207-2529 to update your information. The Transportation Department is unable update routing for your student until you have notified the registrar's office.



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Received Date New Student Approved

REQUEST FOR TRANSPORTATION TO NON-PUBLIC SCHOOLS

STUDENT/S MUST BE REGISTERED WITH THE EAST GREENBUSH CENTRAL SCHOOL DISTRICT

For transportation to start on the first day of school, this form must be received by April 1st, 2024 (This form MUST be updated annually)

IMPORTANT NOTE: If children will need transportation to more than one (1) private school a separate sheet should be used for each school

- Residents of the East Greenbush Central School District who are eligible for transportation to non-public schools under the 15-mile limit are required to file an application each year for such transportation in accordance with Chapter 363 of the New York State Laws of 1960.
- Complete and return this form if you wish to request transportation to a private school even if you do not require any transportation (Please advise if we should remove your student from the private school list)

	SCHOO	DL YEAR: 2	2024 / 2025	O	THER	1						
Name of Private School:	Phone Number:											
School Address:	Street Ac	City		Zip								
List All Children Attending	This School						Гransр	ortation	Request	ted		
Last, First,	MI	Gender	Birth Date	Grade as c		AM	PM	On Call AM	On Call PM	No Bus Needed		
1)												
2)												
Other Siblings in this Household Include those that have not yet re		age				Gen	ıder		Birth D	ate		
Full Name of Parents/Guardia	ans Relationship to Student Ho		Home Phone		Work/Day Phone			Cell Phone				
Students Residential Address	(Must be phy	ysical address	– not Post Of	ffice Box)								
City:					Zip:							
Resides With: Both Parents Father Mother Other Receives I						es Mai	es Mail: □Yes □No					
Additional Comments:												
I certify that the information pr	ovided above	is accurate and	complete									
Parent/Guardian Signature					ate							
				Please see Special	Consider	ations on	the hac	k side of th	is form -	>		

OPTIONAL INFORMATION

Special Considerations in the event of a bus emergency or delay:

Transportation Dep	to list any special consartment in safely transp to light / sound, etc.)	orting your child (ie: motion sickness
-			
EMERGENCY	CONTACT INFORM	IATION	
NAME	DIJONE #	DEL ATION	TO CTUDENT
NAME Contact #1	PHONE #	RELATION	TO STUDENT
Contact #2			
Contact #2			