



Superintendent  
JEFFREY P. SIMONS

## 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](http://www.egcsd.org/transportation)

Transportation Administrator  
DR WANDA MCQUEEN

Assistant Transportation Supervisor

Head Mechanic

Senior School Bus Drivers  
CARIANNE RUDOLPH  
JEFF SMITH

2/20/2025

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 **no later than April 1<sup>st</sup> each school year**. 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



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Transportation Administrator  
Dr. Wanda McQueen  
Assistant Transportation Supervisor  
Mark Halsey  
Head Mechanic  
Senior School Bus Driver  
Carianne Rudolph  
Jeffrey Smith

**March 03, 2025**

Dear Parent/Guardian,

Please complete the enclosed form (**Request for Transportation to Non-Public Schools**) and return the original form to the Transportation Department so your student/s can be transported to and/or from the chosen school for the **2025 / 2026** School Year.

Parents of resident students in need of transportation to a private or parochial school **MUST** submit an application for transportation **no later than April 1<sup>st</sup>** for the **2025 / 2026** 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 have changed your students school of attendance, please contact the EGCSD Registrar at 518-207-2529 to change your address. Transportation locations cannot be updated until your address is changed and current with the district registrar.\*\***

A completed form is required to be on file even if you do not require transportation.

If you have any questions, please call (518) 477-9288.

Sincerely,

Dr. Wanda McQueen  
Transportation Administrator

## Transportation Application for Private and Parochial Schools

Parents of resident students in need of transportation to a private or parochial school **MUST** submit an application for transportation **no later than April 1, 2025** for the **2025-2026** 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 EGCS D 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.\*\***



**East Greenbush Central Schools**  
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 Phone (518) 477-9288 · Fax (518) 477-7647  
 Dr. Wanda McQueen Transportation Administrator

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 1<sup>st</sup>, 2025**  
*(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)*

**SCHOOL YEAR: 2025 / 2026**

**OTHER**

<b>Name of Private School:</b> _____	<b>Phone Number:</b> _____
<b>School Address:</b>	
_____	_____
<i>Street Address</i>	<i>City</i>
	_____
	<i>Zip</i>

List All Children Attending This School						Transportation Requested				
Last,	First,	MI	Gender	Birth Date	Grade as of Sept 2025	AM	PM	On Call AM	On Call PM	No Bus Needed
1)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Siblings in this Household Include those that have not yet reached school age	Gender	Birth Date

Full Name of Parents/Guardians	Relationship to Student	Home Phone	Work/Day Phone	Cell Phone

<b>Students Residential Address (Must be physical address – not Post Office Box)</b>		
Street:	City:	Zip:
Resides With: <input type="checkbox"/> Both Parents <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Other _____		Receives Mail: <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Comments:

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*I certify that the information provided above is accurate and complete*

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

Please see Special Considerations on the back side of this form →

**OPTIONAL INFORMATION**

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

Parents may choose to list any special considerations that would assist the Transportation Department in safely transporting your child (ie: motion sickness, allergies, sensitivity to light / sound, etc.) We also encourage you to list up to 2 Emergency Contacts.

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**EMERGENCY CONTACT INFORMATION**

<b>NAME</b>	<b>PHONE #</b>	<b>RELATION TO STUDENT</b>
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**Contact #1**

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**Contact #2**

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