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) 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
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 1st for transportation the following school year. Any requests received after the April 1st 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**

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(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).

**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