

NORTH COLONIE TRANSPORTATION DEPARTMENT

445 WATERVLIET-SHAKER ROAD, LATHAM, NY 12110

Phone (518) 785-9486 Ext 1

Fax (518) 783-8879

Email: nccstrans@ncolonie.org

Web: northcolonie.org/transportation

2010-11 NON-PUBLIC SCHOOL GRADES K-12 ANNUAL TRANSPORTATION REQUEST FORM

Instructions: Please print this form and complete requested information. The completed form

may either be mailed, faxed, or scanned and sent via email to

nccstrans@ncolonie.org

More transportation information, including additional forms, can be accessed on our district web page:

northcolonie.org/transportation

MUST BE RETURNED TO NORTH COLONIE CENTRAL SCHOOL TRANSPORTATION DEPT. BY APRIL 1, 2010

PLEASE PRINT!

Date ____/____/____	1 School Name _____		
2 Student Name _____			
Last	First	Grade(2010-11)*	
NEW KINDERGARTEN STUDENTS: You must contact our Registrar's office to present proof of age, even if you have siblings already in our system (518-785-8591, ext 3135). Kindergarten students must be 5 years old before December 1 of their Kindergarten year to be eligible for transportation. North Colonie Schools does not provide Pre-K transportation. Please review further information below this form.			
3 Home Address _____			
House #	Street Name	Apt #	
4 Grade (2009-10) _____, New York 12 _____			
City		Zip Code	
5 Home Phone # _____ --		6 Birth Date ____/____/____	
		M D YR	7 Sex M or F
		(Circle One)	
8 Contact Information: Parent(s)			
Mother's Last Name _____		Mother's First Name _____	
Father's Last Name _____		Father's First Name _____	
		Work Phone # _____	
		Work Phone # _____	
9 School Attended Last Year _____			
10 Please schedule my (Kdg - 12) child for transportation:			
<input type="checkbox"/> AM Only <input type="checkbox"/> PM Only <input type="checkbox"/> Both AM & PM			
<small>(Please check one of the above boxes)</small>			
11 Students may be picked up or dropped off at APPROVED child care locations if the request is received at the transportation department by April 1, 2010, subject to the conditions listed below this form.			
AM Pick-up Address _____			
House #	Street Name		
PM Drop-off Address _____			
House #	Street Name		
Daycare Provider: _____		Phone # _____	
I have read and understand all of the information provided on this transportation request form, including the information provided below this form.			
_____ Signature of Parent/Guardian		Date ____/____/____	
		District Use Stamp Date Received	

NORTH COLONIE SCHOOLS TRANSPORTATION DEPARTMENT

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The following items should be considered in making a transportation request to a non-public school.

Please examine these items carefully, and call if there are any questions.

1 Section 3635(1)(a) of the Education Law requires a board of education to provide transportation to a non-public school for all pupils residing within the school district who are eligible for transportation on the basis of a distance **up to 15 miles**, the distance in each case being measured by the nearest available route between home and school.

2 Section 3636(2) of the Education Law requires that a parent submit a written request for transportation no later than April 1. In addition, a parent of a pupil not residing in the school district on April 1 shall submit a written request within thirty days after establishing residence in the district.

3 A late request must be granted where the requested transportation can be provided under existing transportation arrangements **at no additional cost to the district**.

4 Section 3635(1)(b)(i) requires a board of education to provide transportation from a **centralized pickup point**, which must be a public school building, **for nonpublic school pupils who live more than 15 miles from school**, when a pupil residing within 15 miles is receiving transportation to the same nonpublic school. **The district is not responsible for transportation between a pupil's home and the centralized pickup point.** However, the district may provide transportation between a pupil's home and the centralized pickup point if the pupil's residence is located on an established bus route for transportation to the centralized pickup point and such transportation does not result in an additional cost to the district.

5 North Colonie Schools **does not provide transportation** to non-public schools on days when our public schools are not in session, with the exception of the February and April recess, when transportation is available if needed. A "Non-Public School Transportation Calendar" is posted in the "Transportation" section of the district's website.

6 North Colonie Schools does not provide transportation for "Pre-Kindergarten" students, even if they are 5 years old, **and even if they have an older sibling on the bus.**

7 Children who become 5 years old **AFTER** December 1 of the school year, are **NOT** eligible for transportation, regardless of whether they are enrolled in a non-public kindergarten program. While some non-public schools don't have a policy regarding age requirements, North Colonie Schools public school students are not eligible to attend kindergarten if they turn 5 after December 1.

Daycare:

1 All requests for transportation to an **approved** location other than home must be submitted by April 1. The pick up and drop off location must be **within district boundaries**, and the **same location for all 5 days of the week**.

2 Daycare requests after April 1 will be approved based on available space and route considerations. Parents are strongly advised to call us before finalizing daycare location plans after April 1. Late requests that increase ride time for other students, or incur extra district cost will not be approved.

Miscellaneous:

1 Students from other districts may not ride North Colonie school buses.

This becomes an issue when students wish to bring a friend home on the bus. Please make other arrangements for transportation on those days.

2 Bus Stop Locations: Non-Public School Students' bus stops will mirror those of public school students in most cases. Students in grades 7-12 may have to travel further to a bus stop than grades K-6.

3 New Siblings: All students in the district, whether going to public or private schools, must be registered through the district's Registrar office. If you have a new student entering the system, you must contact the Registrar's office at 785-8591, ext 3135. We cannot process your new child for transportation until the Registrar has your child's information.