



AMITYVILLE UNION FREE SCHOOL DISTRICT

Central Administration Office

Transportation Department

150 Park Avenue

Amityville, New York 11701

Phone (631) 565-6021

Fax (631) 691-3215

Transportation@amityvilleufsd.org

January 2023

Dear Parent or Guardian:

The New York State Education Department has set April 1 as the deadline to submit an application to your public school district to provide transportation to a non public school every year within 15 miles of your home for your child(ren). Enclosed is the Amityville Union Free School District **Request for Transportation to Non-Public Schools**. A separate form must be completed for **each** child and **must** be completed, submitted, and received by the Amityville Union Free School District **no later than April 1, 2023 for the 2023-24 school year**. **This date is the deadline set by the New York State Education Department for all school districts.** If you require additional forms, please call us at 631-565-6021.

An application must be completed for **every student** who will require transportation for the 2023-24 school year, whether or not the student currently receives transportation services. Applications are **not** automatically renewed annually.

In addition to the timely receipt of the application, **every student** who will require transportation for the 2023-2024 school years **must** be registered with the Office of Pupil Personnel Services (PPS) of the Amityville UFSD. Any student who is not registered with the Amityville UFSD will not be eligible for transportation until he or she is registered. If you are registering your child / guardian for the first time, please contact my office to confirm eligibility for transportation.

To ensure timely receipt of the Application(s) and to provide adequate time to address the inevitable unusual cases that arise, **I strongly recommend that completed applications be returned to my office by the parent or guardian by Tuesday, February 21, 2023.** If changes must be made between February 21, 2023 and April 1, 2023, those changes will certainly be accepted by the Amityville UFSD as timely, **but, no changes will be accepted after the April 1, 2023 deadline.**

Applications received by the Amityville UFSD after April 1, 2023 **WILL NOT** be accepted and the student(s) will not receive transportation services, except in those cases where there is no additional cost to the Amityville UFSD to provide the transportation, or, in those cases where the explanation provided to the Amityville Board of Education by the parent or guardian for a late filing meets the requirements set forth in New York State Education Law and Regulations and is approved by formal Resolution of the Amityville Board of Education.

Please feel free to contact me should you have any questions.

Very truly yours,

Jason F. Callahan

Transportation Coordinator

REQUEST FOR TRANSPORTATION TO NON—PUBLIC SCHOOLS



Board of Education
Amityville Union Free School District
Central Administration Office - Transportation Department
150 Park Avenue
Amityville, New York 11701
Ph: (631) 565-6021 Fax: (631) 691-3215
Transportation@amityvilleufsd.org

Transportation is requested for school year _____ to _____

Name of School _____

Address of School _____

Grade in September _____ School Child Attended Last School Year _____

Name of Child _____ (Last) _____ (First)

Age _____ Birth Date _____ Male Female

Address of Child _____ (No.) _____ (Street) _____ (Town) _____ (Zip)

Nearest Cross Street _____

Mother's Name _____ (Last) _____ (First) _____ (Email Address)

_____ (Residence Phone No.) _____ (Business Phone No.) _____ (Cell Phone No.)

Father's Name _____ (Last) _____ (First) _____ (Email Address)

_____ (Residence Phone No.) _____ (Business Phone No.) _____ (Cell Phone No.)

Emergency Contact Information _____ (Last) _____ (First) _____ (Email Address)

_____ (Residence Phone No.) _____ (Business Phone No.) _____ (Cell Phone No.)

_____ (Guardian's Signature) _____ (Date)

**THIS FORM MUST BE RECEIVED BY THE AMITYVILLE SCHOOL
TRANSPORTATION OFFICE BY APRIL 1.**

All students who require District provided transportation MUST be registered with the Pupil Personnel Office at the Amityville Union Free School District.

PLEASE NOTE: If you are unsure as to which private/parochial school your child may be attending, you must file an application for each school being considered no later than April 1. Please notify us accordingly when a decision is reached as to the school of attendance. If you have ANY questions, please contact the Transportation Office at the above address or telephone number. Complete this form. Application may be mailed, fax, emailed or hand delivered to the above address. When mailing, it is suggested to send the application certified mail with return receipt. Form will be stamped received; a copy will be sent to the school and legal guardian for their records.

PLEASE NOTE: NEW YORK STATE EDUCATION LAW – SECTION 3635, Sub-division 2

A parent or guardian of a child residing in any school district, or any representative authorized by such parent or guardian, who desires for a child during the next school year any transportation authorized or directed by this chapter shall submit a written request therefore to the school trustees or board of education of such district not later than the first day of April preceding the next school year, provided, however, that a parent or guardian of a child not residing in the district on such date shall submit a written request within thirty days after establishing residence.

CHILD FIND: If you believe that your child has a disability which affects his/her educational performance, you are urged to contact the Administrator for Pupil Personnel Services and Special Education, at 631-565-6553

SEND TO ADDRESS ABOVE OR EMAIL TO TRANSPORTATION@AMITYVILLEUFSO.ORG