



**THOMAS K. PUTNAM, ED.D.**  
SUPERINTENDENT

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[www.penfield.edu](http://www.penfield.edu)

January 1, 2017

Dear Parents:

Attached is a "Request for Non-Public School Transportation Form" for use for the 2017-2018 school year. Please fill it out and return it to the Transportation Department as soon as possible, but no later than **April 1, 2017**. You can return the form either by mail or in person. We are allowing the forms to be returned via Fax (585-586-2309) or email to [transportation@penfield.edu](mailto:transportation@penfield.edu). This form is critical to our route planning – your assistance in the process is greatly appreciated. Additionally, please find below some additional information regarding Penfield Central School District's transportation of Non-Public School students.

The New York Education Law requires that transportation be provided to all the district's residents that attend a Non-Public School within 15 miles of their home, using the same policies and providing the same levels of service as Public School students. The district uses the shortest, publicly maintained, year round route available to measure the distance.

A written "Request for Non-Public School Transportation Form" must be filed by April 1<sup>st</sup> preceding the school year that transportation is being requested for. This is so that your student can be included in the planning and budgeting for the school year that starts July 1<sup>st</sup>. An exception is allowed giving new residents 30 days from the day they move into the district to file the "Request for Non-Public School Transportation."

The New York Educational Law does provide that if there is an existing student living within 15 miles of the Non-Public School they attend, other students living in the district who live more than 15 miles from that school may be transported from a centralized pick up point. The centralized pick up point must be a school building in the district.

The District is not required to provide transportation to Non-Public schools on days it is not in session. Transportation will not be provided for any Penfield resident who is a student that attends a private, parochial, or charter school when Penfield Schools are not in session due to emergency closings, scheduled breaks, and/or workshops. The Penfield School District's calendar is mailed to all private, parochial, and charter schools for you to refer to and is also located on the District's website.

Any requests for changes in transportation arrangements must be made in written form and approved in advance of the requested change. The form can be found on the school district's website: [www.penfield.edu](http://www.penfield.edu) under transportation.

If your child(ren) needs to go home with another Penfield child(ren) on another bus, please send in a note for the driver. Only Penfield residents are allowed on Penfield buses.

*To assist us in keeping our records up to date, please return this form even if your child(ren) will not be using our transportation in the 2017-2018 school year, indicating the reason.*

Sincerely,

The Penfield Central School District  
Transportation Department

**NON-PUBLIC SCHOOL TRANSPORTATION REQUEST FORM**

**PENFIELD CENTRAL SCHOOL DISTRICT TRANSPORTATION DEPARTMENT  
2075 FIVE MILE LINE ROAD, PENFIELD, NY 14526, 585-249-5650  
FAX 585-586-2309 EMAIL: transportation@penfield.edu**

**RETURN TO THE TRANSPORTATION DEPARTMENT  
NO LATER THAN APRIL 1<sup>ST</sup> EACH YEAR**

AN APPLICATION FOR TRANSPORTATION TO ALL NON-PUBLIC SCHOOLS SERVED BY THE PENFIELD CENTRAL SCHOOL DISTRICT MUST BE FILED BY THE PARENT OR GUARDIAN AND RECEIVED AT THE **TRANSPORTATION OFFICE BY APRIL 1<sup>ST</sup> EACH YEAR THAT YOUR STUDENT(S) IS (ARE) REGISTERED AT A PRIVATE SCHOOL.** YOU MUST FILE A SEPARATE APPLICATION FOR EACH SCHOOL FOR WHICH TRANSPORTATION IS REQUESTED.

**(PLEASE PRINT LEGIBLY)**

SCHOOL: \_\_\_\_\_ SCHOOL YEAR: **2017-2018**

STUDENT (S) NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ GRADE (2017-18) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF PARENT/GUARDIAN: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

MOM'S CELL: \_\_\_\_\_ MOM'S WORK: \_\_\_\_\_

DAD'S CELL: \_\_\_\_\_ DAD'S WORK: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ *(please print neatly)*

**NO** TRANSPORTATION NEEDED A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE TRANSPORTATION DEPARTMENT  
\*\*\*\*FAXED COPIES AND EMAILS ARE NOT ACCEPTED.\*\*\*\***

I CERTIFY THAT I AM A LEGAL RESIDENT OF THE PENFIELD CENTRAL SCHOOL DISTRICT AND THAT THESE CHILDREN LEGALLY RESIDE WITH ME.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

For office use only  
Approved by \_\_\_\_\_

For office use only  
LS \_\_\_\_\_  
TF \_\_\_\_\_