



Lansingburgh Central School District
 55 New Turnpike Rd
 Troy, New York, 12182
 Phone :(518) 233-6838 Fax: (518) 235-7436

March 01, 2022

Re: Transportation

Dear Parent/Guardian:

Lansingburgh Central School District policy #8413 and Section 3635 of the Education Law of the State of New York, require district students attending Private, Parochial and/or Charter Schools to submit annually a request for transportation services by April 1st.

(Separate request forms must be completed for each child).

This process will help us better serve your child based on the information received. Student's transportation assignment to bus routes will be provided upon the required documents being completed, verified & processed prior to the **April 1st, 2022 deadline.**

Lansingburgh Central School District Policy #5150 requires all parents/guardian to register their students **in person**. Students Birth Certificate, Proof of Residency (Dated within 30 days of residing in District) & Photo ID of Parent/Guardian **are required**. Registration is required only once, after that and each year following registration, a request for transportation form need only be completed. Charter School students must provide an updated proof of residence annually as will any other student whose residency is in question.

Any change of address occurring during the school year requires residency verification by Central Registration Office. Student's transportation is placed on hold until residency has been verified.

TRANSPORTATION APPLICATION FORMS are available at the Lansingburgh CSD office and on the Districts web site. www.lansingburgh.org

District Office location is at 55 New Turnpike rd, Troy NY 12182. (518-233-6838)
 For further questions or concerns please contact Transportation office. (518) 233-6850 **Option 4**
 Thank You

Gary Valenti & Heather Williams
 Registration/Transportation

Office Use Only

Transportation for the school year 2022-2023 has been denied for the following reason(s):

- _____ School beyond **(S.E.D.) 15 mile limitation.**
- _____ Transportation Request received **after S.E.D. deadline of April 1, 2022.**
- _____ Registration documents **not filed** with the District Registration Office.
- _____ Proof of Residency documents **not filed**, District residency meeting **unattended.**

2022/23

TRANSPORTATION SERVICES REQUEST FORM

LANSINGBURGH CENTRAL SCHOOL DISTRICT

***** REQUEST MUST BE COMPLETED AND RECEIVED BY
DISTRICT OFFICE **BEFORE APRIL 1ST*******

To: Attn: Registration / Transportation
Lansingburgh Central School District
55 New Turnpike rd
Troy, New York 12182

From:
Parent/Guardian Name: _____

Residence Address: _____
Street Apt # or Floor #

City State Zip Code

Home Phone # _____ Work # _____

Cell # _____ Cell # _____

Application is hereby made for transportation in accordance with Section 3635 of the Education Law of the State of New York and the transportation policy of this school district for:

STUDENT NAME: _____
(A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH STUDENT)

STUDENT ADDRESS: _____

TRANSPORTATION REQUEST TO: _____
(School Name)

Students Grade When Transportation Starts: UPK K 1 2 3 4 5 6 7 8 9 10 11 12 (Circle One)

✓ Check One that applies to you.

Returning Student _____ OR New To District Student _____ **Move In Date Required:** ___/___/___

School of Previous Attendance: _____

I hereby certify that the above named student is a resident of Lansingburgh Central School District, and that he/she resides within the established transportation limits, and less than 15 miles from the school in which he/she is legally enrolled. I further certify that I consider this student to be entitled to transportation in accordance with the Education Law of the State of New York, and with the transportation policy of this school district.

I hereby also agree that, in the event transportation is furnished on the basis of any erroneous statement in this application, refund will be made to the Board of Education upon its request for payment.

Date Signature of [] Parent [] Guardian

NOTES/COMMENTS:

(For Office Use Only)

DISAPPROVED [] APPROVED []

EFFECTIVE DATE: _____

Registration Verified: _____

Proof of Residency: _____
