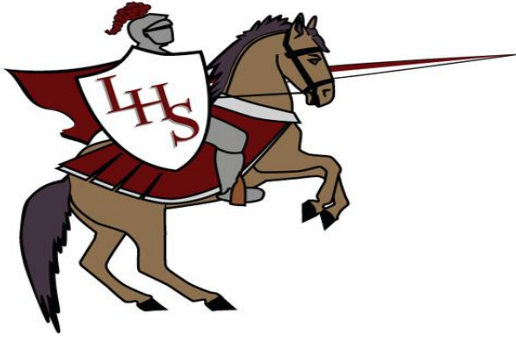


Lansingburgh Central School District  
55 New Turnpike Road  
Troy, New York, 12182  
Phone :( 518) 233-6850 Fax: (518) 235-5838



March 01, 2021

Re: Transportation

Dear Parent/Guardian:

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

**(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 1<sup>st</sup>, 2021 deadline.**

Lansingburgh Central School District Policy #5150 requires all parents/guardians 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 the 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 District's site. **www.lansingburgh.org**

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

Gary Valenti  
Transportation Director

\*\*\*\*\*

**Office Use Only**

Transportation for the school year 2021-2022 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, 2021.**

\_\_\_\_\_ Registration documents **not filed** with the District Registration Office.

\_\_\_\_\_ Proof of Residency documents **not filed**, District residency meeting **unattended.**

2021/2

# TRANSPORTATION SERVICES REQUEST FORM LANSINGBURGH CENTRAL SCHOOL DISTRICT

\*\*\*\*\* REQUEST MUST BE COMPLETED AND RECEIVED BY  
DISTRICT OFFICE BEFORE APRIL 1<sup>ST</sup> 2021

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

**(For Office Use Only)**

DISAPPROVED [ ] APPROVED [ ]

EFFECTIVE DATE: \_\_\_\_\_

Registration Verified: \_\_\_\_\_

Proof of Residency: \_\_\_\_\_

From:  
Parent/Guardian Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
Street Apt # or Floor #  
City State Zip Code

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_

Mother/Guardian Cell # \_\_\_\_\_ Father/Guardian 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 Switching Schools \_\_\_\_\_ OR  
Student New To District \_\_\_\_\_ \*\* Move In Date Required: / /21\_\_\_\_\_

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 \_\_\_\_\_