



# Manhasset Public Schools

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[Pupil Transportation Department](#)

Kelly Fredrickson  
Transportation Coordinator

January 2017

Dear Parents,

New York State Education Law and Manhasset Board of Education policy require that a parent or guardian of a resident student planning to attend a non-public school during the 2017-2018 school year who wishes to receive transportation services must submit an application for such services to their school district of residence on or before April 1<sup>st</sup> 2017. \* Failure to submit such application prior to the April 1<sup>st</sup> deadline will result in a denial of the request for transportation.

A new application requesting transportation must be submitted for **each** school year for each child attending a non-public school.

Transportation is provided for students enrolled in grades K-12 to non-public schools located within 15 miles of the student's residence. Kindergarten students must reach the age of five on or before December 1, 2017 to be eligible for transportation. A copy of the child's birth certificate must accompany the application for transportation for every kindergarten student.

Board of Education policy states that the Board will provide late bus transportation to resident students who engage in after-school programs at their school, when there are at least five (5) students utilizing such transportation service or when such service can be provided at no additional cost. For students attending non-public schools, late bus transportation must be requested on the annual Application for Transportation to a Non-Public School, due no later than April 1<sup>st</sup> preceding the beginning of the next school year.

Decisions regarding the provision of late bus service will be made each school year based upon the enrollment at each school and the number of students who will utilize late bus service.

In the event that late bus ridership falls below the minimum of five (5) students for ten (10) consecutive days, the run may be cancelled at the discretion of the District, no sooner than 10 days following written parental notification.

Transportation to non-public schools will **not** be provided prior to the first day of school for Manhasset Public Schools, and on the following days (or observance thereof) unless Manhasset Public Schools are in session: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, and Memorial Day.

If Manhasset Public Schools are closed due to inclement weather, transportation to non-public schools will **not** be provided. If Manhasset Public Schools has a delayed opening, transportation to non-public schools is also delayed. Additional school closing and delayed opening information can be found in the Manhasset Public Schools Calendar / Handbook and on the District's web site [www.manhassetsschools.org](http://www.manhassetsschools.org)

Please fill out the requested information on the enclosed application and return it to the address at the top of the form no later than April 1, 2017. Contact the Transportation Office at 516-267-7777 if you have any questions.

Sincerely,

Kelly Fredrickson  
Transportation Coordinator

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\* Unless the family moves into the district after April 1, in which case the request must be made within 30 days of establishing residency.

Manhasset Public Schools  
 Office of Pupil Transportation  
 200 Memorial Place  
 Manhasset, New York 11030  
 Tel 516-267-7777 Fax 516-267-7776

**APPLICATION FOR TRANSPORTATION TO A NON PUBLIC SCHOOL  
 2017-2018**

You may use this form for more than 1 child only if they will attend the same school; you must use separate forms if your children will attend separate schools

**Student Information**

|           |            |                   |               |            |  |
|-----------|------------|-------------------|---------------|------------|--|
| Last Name | First Name | Grade (Sept 2017) | Date of Birth | M / F      | Y / N  |
|           |            |                   |               | <b>Sex</b> | <b>Late Bus?</b><br><small>(If provided)</small> |
| Last Name | First Name | Grade (Sept 2017) | Date of Birth | M / F      | Y / N  |
|           |            |                   |               | <b>Sex</b> | <b>Late Bus?</b><br><small>(If provided)</small> |
| Last Name | First Name | Grade (Sept 2017) | Date of Birth | M / F      | Y / N  |
|           |            |                   |               | <b>Sex</b> | <b>Late Bus?</b><br><small>(If provided)</small> |

**Reminder:** A copy of the student's Birth Certificate is required for Kindergarteners

**Home Address** \_\_\_\_\_ **Home phone #** \_\_\_\_\_

**New residents:** Attach copy of deed, mortgage statement, or tax bill. **Move in Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**School Information**

**School Name** \_\_\_\_\_ **Phone Number** (\_\_\_\_) \_\_\_\_\_ **Start Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Address** \_\_\_\_\_ **Town** \_\_\_\_\_ **Zip** \_\_\_\_\_

**School Hours** \_\_\_\_\_ **Name of previous school** (16/17) \_\_\_\_\_

**Parent/Guardian Information:**

|  |  |
|--|--|
| <b>Name</b> _____                          | <b>Name</b> _____                          |
| <b>Relationship to Student</b> _____       | <b>Relationship to Student</b> _____       |
| <b>Contact:</b> (indicate preferred order) | <b>Contact:</b> (indicate preferred order) |
| <b>Work Phone</b> (____) _____             | <b>Work Phone</b> (____) _____             |
| <b>Cell Phone</b> (____) _____             | <b>Cell Phone</b> (____) _____             |
| <b>Email Address</b> _____                 | <b>Email Address</b> _____                 |

In accordance with Section 3635 of the New York State Education Law, I hereby request transportation for the student(s) named above. I acknowledge that I have read the statements regarding non-public schools transportation on the first page of this form.

Parent Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_