



# CLARKSTOWN CENTRAL SCHOOL DISTRICT

30 Parrott Road, West Nyack, NY 10994

## SCHOOL YEAR 2024-2025 ANNUAL FORM TO REQUEST TRANSPORTATION TO A NON-PUBLIC SCHOOL Deadline April 1, 2024

Pursuant to New York Education law § 3635 a parent/guardian must file a written request for transportation by April 1st of the preceding school year; or within thirty (30) days of establishing residency in the school district. **Requests must be submitted annually.**

Please review all the **rules for non-public school transportation requests** included with the application. By submitting this request, you confirm your understanding of the rules and your obligations as outlined.

Submit with your application the following: (see [www.ccsd.edu/nonpublicbus](http://www.ccsd.edu/nonpublicbus)) for more information.

- Proof of residency (lease/deed/mortgage statement or notarized affidavit)
- Proof of student age (copy of birth certificate, passport or other government documents)
- Parent/guardian government issued picture ID (driver's license, passport, or other government document).

Name of School: \_\_\_\_\_ Telephone # \_\_\_\_\_

School Address: \_\_\_\_\_

Name of Child (One form per child): \_\_\_\_\_ Grade in Sept. 2024: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/guardian name PRINT \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

House/Street Address (no PO box #) \_\_\_\_\_ (Nearest Cross Street to Home) \_\_\_\_\_

Town & Zip \_\_\_\_\_ (e-mail) \_\_\_\_\_

**MAIL FORM TO:** Clarkstown Central School District, 62 Old Middletown Road, New City, NY 10956  
Attn: Non-Public Transportation Registration  
**or EMAIL TO:** [nonpublicbus@ccsd.edu](mailto:nonpublicbus@ccsd.edu)

*(DISTRICT USE ONLY)*

Student ID# \_\_\_\_\_ School Loc Code \_\_\_\_\_

## CLARKSTOWN CENTRAL SCHOOL DISTRICT RULES FOR NON-PUBLIC SCHOOL TRANSPORTATION REQUESTS

- **AGE REQUIREMENT** - A student must be five (5) years of age on or before December 1st of the school year of requested transportation. Proof of age and parental relation (copy of birth certificate) is a required submission with the application.
- **PROOF OF CLARKSTOWN SCHOOL DISTRICT RESIDENCY** - Proof of residency within the Clarkstown Central School District, and parent government issued ID must be submitted.
- **ANNUAL APPLICATION REQUIREMENT** - Transportation requests must be submitted each year for each student. Request forms do not carry over from year to year.
- **SUBMISSION DEADLINES** – Transportation request forms **MUST BE** submitted by **April 1, 2024** for the 2024-2025 school year.
- **NEW TO DISTRICT AFTER APRIL 1<sup>st</sup>** - Families moving into the District after April 1st have 30 days to submit a transportation request.
- **DISTANCE LIMITS** – Student in grade K-8 who live more than .4 miles from school, and grades 9-12 who live more than 1.5 miles from school, are eligible for transportation services to a non-public school fifteen (15) miles or less from the home address.
- **MILEAGE CALCULATIONS** - Mileage will be determined by the District Transportation Routing System.
- **DATES OF SERVICE** – Transportation to non-public schools is provided during the school year, when Clarkstown Central School District schools are in session. If the Clarkstown Central School District schools are not in session, (weather, conference days, holidays, etc.), no non-public school transportation will be provided. Please check the District website for up-to-date information, [www.ccsd.edu](http://www.ccsd.edu).
- **PICK UP and DROP OFF TIMES** – There will only be one pick-up and drop-off time for each non-public school regardless of grade. The times will be established by the Clarkstown Transportation Department and the chief administrator of the non-public school.
- **ROUTE CHANGE REQUESTS** - Once a contract/route has been assigned, we will not honor any changes that will interfere with the performance of said contract/route. Routes are subject to change in accordance with the addition/deletion of eligible student riders during the school year and for reasons of safety and/or efficiency.

**Clarkstown Central School District**  
**Non-Public Transportation Registration Required Documents**

**Phone 845-639-5645**

**Email: [nonpublicbus@ccsd.edu](mailto:nonpublicbus@ccsd.edu)**

**ADDITIONAL REQUIRED DOCUMENTS TO COMPLETE NON-PUBLIC TRANSPORTATION REQUEST**

**All requests must be received no later than April 1**

**PROOF OF RESIDENCY**

All students applying for transportation to a Non-Public school must provide the proper documentation as outlined below to establish residency. All proofs of residency must be current, i.e. tax bill and utility bill cannot be dated prior to 60 days before submission of this registration. The documents provided must always state the family's physical address. Leases must be updated upon expiration and affidavits must be updated annually. Homeownership will be verified via annual tax bill.

**PROOF OF RESIDENCY (A and B)**

All students receiving transportation services from the Clarkstown Central School District must provide the proper documentation as outlined below to establish residency. The documents provided must state the family's physical address.

**A. PROOF OF RESIDENCY AS HOMEOWNER, RENTAL LEASE HOLDER, OR AFFIDAVIT REGISTRATION WHEN NO LEASE IS AVAILABLE.**

**All applications must provide proof as follows:**

**1. HOMEOWNER**

- Mortgage statement;
- Property Tax Bill; or,
- Deed
  - The name and address on the documents must match the name and address of the parent or legal guardian of the student being registered.

**2. RENTERS with Lease**

- Current and Signed Lease Agreement with the terms listed and landlord's phone number.

**3. TENANT with NO LEASE (If you reside in a home/apartment but do not have a written lease or other agreement)**

- Affidavits/Sharing Space with No Lease
  - Affidavit signed by owner, landlord or property manager;
    - or -
  - Affidavit signed by tenant/lessee (person in contractual agreement with owner) from whom the parent or person in parental relations shares or subleases property (must supply lease/agreement between tenant and owner).

**B. SUPPORTING DOCUMENTATION/BILLS : All applicants must also provide a minimum of two documents demonstrating current residency as below.**

Examples of documentation: Utility Bill (gas, electric,), home telephone or cable bill, pay stub, income tax form, driver's license, non-driver identification, or other government issued identification, documents by federal, state, or local agencies such as social services, etc.

Please note: NOTE: Education Law (Section 3202.1) states that the residency of the parent is the official residency of the student. The Clarkstown Central School District reserves the right to request additional and/or updated proof of residency as well as investigate the residency of applicants.

**BIRTH CERTIFICATE (Proof of Child's Age)**

- Copy of original birth certificate (translated into English, if necessary).
- A passport or other governmental documentation may be provided if birth certificate is not available.

**PROOF OF PARENTAL RELATIONSHIP**

- Driver's License or Government Issued I.D.
- **Custody Paperwork, if necessary:**  
Foster Parents: DSS-2999 form is required.
- Guardianship: Guardianship documents signed by a court officer are required. Separated or Divorced Parents: Documents signed by a court officer stating parent has physical custody of the child is required. The office of Non-Public Transportation Registration reserves the right to request additional and/or updated proof of residency.

**Additional required documents must be received to complete the transportation request. All requests must be received no later than April 1<sup>st</sup>.** Please submit via one of the following ways:

**Email to:** [nonpublicbus@ccsd.edu](mailto:nonpublicbus@ccsd.edu)

**Mail to:** Private School Transportation Registration,  
CCSD  
62 Old Middletown Road  
New City, NY 10956  
*(Be sure to allow enough time for the form to be received by April 1)*

**By Drop Box:**  
Clarkstown School District Offices,  
62 Old Middletown Road  
New City, NY 10956  
*Hours 8:30 a.m. - 3:30 p.m. (weekdays, except holidays)*