

**This application must be returned before April 1, 2019 to:**

**ROCKVILLE CENTRE UNION FREE SCHOOL DISTRICT**

Transportation Office  
Administration Building  
128 Shepherd Street  
Rockville Centre, NY 11570-2298

**APPLICATION FOR OUT-OF-DISTRICT TRANSPORTATION**

I hereby request transportation for:

\_\_\_\_\_  
STUDENT'S NAME

\_\_\_\_\_  
NAME OF SCHOOL

\_\_\_\_\_  
HOME STREET ADDRESS

\_\_\_\_\_  
SCHOOL STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
HOME TELEPHONE NUMBER

\_\_\_\_\_  
SCHOOL TELEPHONE NUMBER

\_\_\_\_\_  
EMERGENCY CONTACT NAME

\_\_\_\_\_  
EMERGENCY CONTACT TELEPHONE NUMBER

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SCHOOL HOURS

\_\_\_\_\_  
DATE TRANSPORTATION TO BEGIN

\_\_\_\_\_  
GRADE FOR 2019/2020 SCHOOL YEAR

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE

**FOR KINDERGARTEN CHILDREN ONLY:**

A copy of the student's birth certificate must be attached. Application will not be processed without it.

**PLEASE NOTIFY THE TRANSPORTATION OFFICE IMMEDIATELY OF ANY  
CHANGES OR CANCELLATIONS**

If you wish acknowledgment of your application, please send a **self-addressed stamped envelope**. We will return this form as confirmation of receipt. Please insert child's name.

Application for \_\_\_\_\_ has been received by the Rockville  
Centre Transportation Office.

**Rockville Centre Union Free School District**

**REQUEST FOR TRANSPORTATION TO OUT-OF-DISTRICT SCHOOLS**

**Must be filed by April 1, 2019**

Application for transportation of children to **private and parochial schools OUTSIDE THE DISTRICT** by school bus, Long Island Rail Road or MTA Long Island Bus **must** be submitted to the Transportation Office as described below:

All requests must be in writing. See enclosed form. Additional forms can be secured from the Transportation Office, 128 Shepherd Street, Rockville Centre, NY 11570-2298 or at our website [www.rvcschools.org](http://www.rvcschools.org) under Departments and Programs.

Applications **MUST BE RECEIVED** at the Transportation Office **BY APRIL 1<sup>st</sup>** preceding the school year in which the transportation is to be provided. The following exceptions require a written request:

- a. for new residents, within 30 days of establishing residence in the district;
- b. for any resident who had applied for acceptance of a child to a school before April 1<sup>st</sup> and who learned after April 1<sup>st</sup> that the child could be accepted. Application must be made within thirty days of notice of acceptance.

Receiving applications in early spring enables the Board of Education to estimate more accurately the amount to include in the annual budget, which is voted upon in May.

**A NEW WRITTEN APPLICATION MUST BE MADE ANNUALLY EACH SPRING FOR EACH NEW SCHOOL YEAR.**

It may not be submitted earlier than February 1<sup>st</sup>. **Only one application per student will be accepted.**

To qualify for transportation: for elementary children (Grades K through 6), the school must be at least eight-tenths of a mile away, and for secondary pupils (Grades 7 to 12 inclusive), the school must be at least one and three-tenths miles away, up to a maximum of 15 miles from home to school.

Transportation is not provided for children who do not meet the entrance age requirements of the district's schools. To enter Kindergarten in September, a child must be five years of age by the following December 1<sup>st</sup>.

**Transportation for Handicapped Children**

As required by the State and within the limits of the funds approved, the Superintendent will arrange for transportation for handicapped children of school district, public-school age. An application is not required for this service.

**WRITTEN REQUESTS FOR TRANSPORTATION TO SCHOOLS  
LOCATED WITHIN THE DISTRICT ARE NOT REQUIRED.**