



Saratoga Springs City Schools Transportation Department

25 Duplainville Road, Saratoga Springs, NY 12866

Phone: (518)587-4545 Fax: (518) 693-1341

Web: www.saratogaschools.org

April 11, 2016

Dear Private and Parochial Schools:

Our school district utilizes an electronic system for non-public school transportation. The instructions and new online form are easy to use and can be filled out and submitted in a few steps. Forms are completely secure and will automatically be submitted to our routing office. Parents can complete the form at home if they have a computer. If not, they can go to the following locations:

- School District Registrar's office at 3 Blue Streak Blvd. in Saratoga Springs
- Transportation Office at 25 Duplainville Road in Saratoga Springs
- Schools may also elect to allow a parent to complete the form in their office or enter the data for them.

The new form can found at www.saratogaschools.org. Once at our home page, click 'District' at the top, then scroll down to 'Pupil Transportation'. On our Welcome Page, select the 'Non-Public School Transportation' link. You can then view the instructions and links to the online form.

Enclosed with this letter is the Instruction Sheet to guide you through the process.

If you have questions, please email our routing office at routing@saratogaschools.org or call 587-4545, option #2. Thank you.

Sincerely,

Jeff Wainwright; NYCDT
Assistant Transportation Director



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APPLICATION FOR TRANSPORTATION TO A NON-PUBLIC SCHOOL - INSTRUCTIONS

HOW TO COMPLETE FORM

An Online Transportation Request must be submitted each school year by April 1st.

Online forms are available at the school district website at www.saratogaschools.org. Click on District, Pupil Transportation then the 'Non-Public School Transportation' link. If you do not have a computer available, please visit one of the following locations to complete your online form:

1. Transportation Offices at 25 Duplainville Road in Saratoga Springs
2. Registrar's Office in the Administrative Building at 3 Blue Streak Blvd. in Saratoga Springs
3. Your child's school

FILING FOR MORE THAN ONE (1) SCHOOL BY APRIL 1st DEADLINE

Parents may submit transportation requests by April 1 for more than one non-public school if no decision has been made about attendance for the following year. However, by May 15 parents must finalize their requests by indicating the school that has been selected. All requests received after April 1 will be considered as "late requests" and will be processed according to established procedures and guidelines.

DOCUMENTS NEEDED (CAN BE SUBMITTED VIA EMAIL, USPS OR IN PERSON)

Proof of Residency to document residency within Saratoga Springs City School District boundaries. Documents that may be used for "Proof of Residency" include telephone bill, auto insurance ID card, lease agreement, power company bill (i.e., Niagara Mohawk), cable TV or other service type bill, homeowner's insurance policy, recently issued NYS motor vehicle license.

Birth Certificate for all new students. A Birth Certificate is not needed for all students that have been transported previously.

Please use the physical address above or scan and email your documents to routing@saratogaschools.org.

UPON RECEIPT OF YOUR APPLICATION BY APRIL 1 DEADLINE, THE DISTRICT WILL:

1. Verify residency.
2. Determine whether the non-public school which transportation is being requested is within state mandated mileage guidelines.
3. Parents/guardians will be notified if the non-public school does not meet mileage eligibility requirements.

APPLICATIONS RECEIVED AFTER APRIL 1st DEADLINE

Transportation will only be provided if space is available on an already scheduled bus to the school being requested. No applications will be considered if a bus is not already transporting students to that school.

SCHOOL ENROLLMENT ACCEPTANCE

You must submit an application by April 1st, even if you have not received acceptance from the school in which your child(ren) have applied. The application can be withdrawn at anytime after April 1st if enrollment is declined. Please remind others you know of this requirement.

IF YOU PLAN TO MOVE TO A NEW RESIDENCE WITHIN THE SCHOOL DISTRICT

Your change of address after May 15th will be considered as a late request, and transportation may not be available.