Averill Park Central School District

Transportation Department
145 Gettle Rd ❖ Averill Park, NY 12018
apbus@apcsd.org ❖ (518) 674-7070
https://www.averillpark.k12.ny.us/services/transportation-services/

Office Use Only	
Student ID	
Rec'd Date	
Date Processed	
Criteria	

Residents of the Averill Park School District who are eligible for transportation to non-public schools under the 15-mile limit are required to file an application each year by April 1 for such transportation for the following school year, in accordance with NY Education Law §3635-2.

Complete and return this form only if you wish to request transportation to a private school(s) for your children.

For the Transportation Start Date of September this form must be submitted by April 1.

Request for transportation to non-public schools for 20__-20__

IMPORTANT NOTE: You must complete a separate application for each student. The School Information portion of the application may be submitted after the application. You must ensure that page is filed as soon as your student's enrollment is confirmed. Incomplete applications cannot be processed. Information changes can take up to three business days. All information must match the Averill Park CSD Student Information System.

Name of Private School: _____

Student Information				Transportation Requested (✓)			
Student Name Last, First, Middle, Suffix	**Gender**	**Birthdate**	**Grade** As of Sept 20	**AM**	**PM**	On Call **AM**	On Call **PM**

Residential Information			
Street Address		**City, State, Zip**	
Resides With	❑Both Parents ❑Father ❑Mother ❑Other_____	**Receives Mail?**	❑Yes ❑No
Mailing Address (If Different)			
Address		**City, State, Zip**	

Student's Siblings (Include those who have not yet reach school age.)	**Gender**	**Birthdate**

Parent/Guardian Information	
Full Name of Parent/Guardian:	Circle one **Parent** or **Guardian**
Email Address:	**Tel:**
Other Parent/Guardian Information	
Full Name of Parent/Guardian:	Circle one **Parent** or **Guardian**
Email Address:	**Tel:**

Student Name_____ 20___-20___ Grade_____

Transportation Information Transportation is provided to and from the student's residence or a licensed day care provider, only within the Averill Park Central School District.	
Transportation to school from home (AM)	❑ Monday ❑ Tuesday ❑ Wednesday ❑ Thursday ❑ Friday
Transportation to home (PM)	❑ Monday ❑ Tuesday ❑ Wednesday ❑ Thursday ❑ Friday
Transportation to school from another site (AM) ***provide details below***	❑ Monday ❑ Tuesday ❑ Wednesday ❑ Thursday ❑ Friday
Transportation from school to another site (PM) ***provide details below***	❑ Monday ❑ Tuesday ❑ Wednesday ❑ Thursday ❑ Friday
Days that no transportation is needed to school (AM)	❑ Monday ❑ Tuesday ❑ Wednesday ❑ Thursday ❑ Friday
Days that no transportation is needed from school (PM)	❑ Monday ❑ Tuesday ❑ Wednesday ❑ Thursday ❑ Friday

Alternate Site Information			
Address		**City, State, Zip**	
Destination Type	❑ Other Parent ❑ Licensed Day Care	**Contact Name**	
Contact #		**Contact Email**	
Comments			

Pertinent Student Information	
Is your student diabetic or have any severe allergies, seizure disorder or other medical concerns?	❑**Yes** ❑**No** If yes, please provide additional information here:
Emergency Phone #:	Emergency Contact:
Parent/Guardian Signature:	

Student Name_____ 20___-20___ Grade_____

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS

- Although your student may be attending a non-public school, your student must be registered with the Averill Park Central School District. For more details and contact information, please refer to our website at https://www.averillpark.k12.ny.us/district-office/register-a-student/. Registration should be done before the April 1 deadline.
- The deadline for this application is April 1 of the prior school year or within 30 days of moving into the school district.
  - All student registration information on the application must match the APCSD Student Information System. If you need to provide updates to the district, please contact the district registrar.
  - Incomplete applications, or applications with information that does not match the APCSD system, cannot be accepted and will be returned within 5 business days to the parent/guardian's email address that is on the student's APCSD registration.
  - **APPLICATIONS RECEIVED AFTER THE APRIL 1 DEADLINE**: Transportation will only be provided if space is available on an already scheduled bus to the school being requested. Late applications may experience a delay in processing.
  - For your convenience, APCSD provides multiple ways to submit the application:

Mail	Email	In-Person
Averill Park CSD Transportation Department 145 Gettle Rd Averill Park, NY 12018	apbus@apcsd.org	145 Gettle Rd Averill Park, NY 12018

- Any changes during the school year, must be submitted on a new application. We cannot guarantee that service will be available to accommodate the change.
- APCSD provides transportation on days when APCSD is in session. Please review the current school calendar on our website at https://www.averillpark.k12.ny.us/. Please watch for emergency closings. APCSD does not provide transportation during an emergency closing, such as a snow day.
- If your student will not be taking the bus, parents/guardians must notify the transportation department. The best way to notify the department is to send an email to apbus@apcsd.org or call (518) 674-7070.
- School Bus Safety information may be found on our website at https://www.averillpark.k12.ny.us/services/transportation-services/
- You may find additional information regarding transportation to non-public school on New York State Education Department's website at https://www.nysed.gov.
- If you have any questions regarding this application, please contact the Transportation Department by email to apbus@apcsd.org or call (518) 674-7070.

Parent/Guardian Certification

I hereby certify the following:

1. that I became a resident of the Averill Park Central School District on _____,
2. and that all information provided in this application is accurate and
3. I have reviewed the IMPORTANT INFORMATION FOR PARENTS/GUARDIANS section above.

_____ _____
Parent/Guardian Signature Date Signed

Please submit the first 3 pages of the application to the Transportation Department as soon as possible.
The next page must be completed by a school official at your student's school.

Student Name_____ 20___-20___ Grade_____

TO BE COMPLETED BY SCHOOL ADMINISTRATOR
School Information
This page must be completed by your student's school and sent to the Transportation Department.

Name of Administrator providing this information:_____

School Address: _____ _____ _____
Street Address City Zip

School Telephone #: _____ **School Website:** _____

Earliest Drop off time: **Start Time:**	**End Time:** **Latest Pickup Time:**

Contact Information

Point of Contact Name: _____ **Title:**_____
If not Principal, please provide the Principal's information below.

Telephone #:_____ **Email Address:**_____

Principal Name: _____

Telephone #:_____ **Email Address:**_____

Principal's Certification

I hereby certify that the student named in this application is enrolled in _____ and I have attached a copy of our 20___-20___ school calendar.

_____ _____
Principal's Signature Date Signed

- APCSD provides transportation on days when APCSD is in session. Please review the current school calendar on our website at https://www.averillpark.k12.ny.us/. Please watch for emergency closings. APCSD does not provide transportation during an emergency closing, such as a snow day.
- If you have an emergency closing or updates, please notify the Transportation Department at apbus@apcsd.org.
- If you have any questions, below is our contact information.
- Please send this completed form and your 20___-20___ school calendar to:

Mail or In-Person	Email	Telephone
Averill Park CSD Transportation Department 145 Gettle Rd Averill Park, NY 12018	apbus@apcsd.org	(518) 674-7070