



PO BOX 309
Sanborn, NY 14132

TO: All Parent(s)/Legal Guardian(s) of Private and Parochial Students
DATE: January 2019

New York State Education Law, Section 3635, requires that all requests for student bus transportation for the following school year be submitted to the District of residency by **April 1st** of each school year. This deadline of April 1st is required to allow NWCS D enough lead-time for structuring bus routes and drivers in the most efficient manner. We would like to stress the importance of the **April 1st** date and the procedures described below.

Completed forms **not** received by the District by the **April 1st** deadline **may take 30 days to process** transportation requests and will have to be reviewed and approved by the Board of Education. We ask that you discard any old forms that you may have previously used.

Please note that all students/families who request transportation to a private/parochial school must establish residency within the boundaries of the Niagara Wheatfield School District in order to be eligible for transportation prior to September 2019. The types of acceptable proof required by the District to establish residency are listed on the reverse side of the request form. The District will verify the residency of the custodial parent(s)/legal guardian(s). Your school will be notified of any problem related to residency and eligibility for transportation.

If there are no changes in address, school, custody and/or legal residence (other than the grade of the child) for the 2019-2020 school year, **your request form can be mailed to the Niagara Wheatfield Transportation Department at the address listed above.**

For new students and students with changes, in address, school, custody and/or legal residence from the 2018-2019 school year to the 2019-2020 school year, ***you must provide two proofs of residency, as indicated on the reverse side of the transportation request form, and submit to the Transportation Department at the address listed above. Proofs of residency will be verified by school personnel before approved.***

Busing will not be provided if the distance is greater than 15 miles from your home one way, as per the State Education Department guidelines. Also per the State Education Department guidelines, students must be five years old on or before December 1, 2019 to receive transportation to and from a parochial/private school.

Busing to private and parochial schools will not be provided on days that Niagara Wheatfield Central School is closed.

Telephone: (716) 215-3300

FAX: (716) 215-3142

**Niagara Wheatfield Central School District Transportation Department
2260 Saunders Settlement Rd, Sanborn, NY 14132**

**Private/Parochial School Transportation Request Form
School Year: _____**

In accordance with the State Education Department Law, Section 3635, this form must be completed in its entirety for each individual child and returned to the Niagara Wheatfield Transportation Department (address stated above) prior to April 1.

Please print the following information:

Previous School Attended: _____

Transportation to _____
Name of School Address City/State/Zip

Name of Student: _____ Male/Female
First Name Last Name Circle one

Grade: _____ Date of Birth: _____ Parents/Guardians: _____
(must be 5 yrs old on or by 12/1 and GRADE K must provide birth certificate)

Mailing Address: _____

Home Address: _____
(if different from mailing address)

Home Phone #: _____ Work Phone #: _____ Cell #: _____

A.M. transportation needed: yes / no ----- P.M. transportation needed: yes / no (circle one)

Please check appropriate item:

- There are no changes** in address, school, custody and/or legal residence (other than grade level) for your request for private/parochial transportation from the 2018/2019 school year to the 2019/2020 school year. **This form can be mailed to the above address.**

- For new students or students with changes** in address, school, custody and/or legal residence from the 2018/2019 school year to the 2019/2020 school year. I have attached two proofs of residency as requested (see page two (2) for listing of acceptable primary and secondary proofs of residence). **This form, along with acceptable primary and secondary proofs of residency, must be sent to the above address.**

Signature of Parent/Guardian: _____ Date: _____

Office Use Only: _____ Date received _____ Date Approved _____ Transportation Start Date

(see page two (2) for proof of residency list)

(Busing will not be provided if the distance is greater than 15 miles from your home one way, as per the State Education Department guidelines. Also, late transportation requests will not be honored if the request requires the addition of a new bus route. Busing to private and parochial schools will not be provided on days that Niagara Wheatfield District is closed.

Niagara Wheatfield Central School District

Proof of Residency List

**All forms of proof must be dated within twelve months of presentation
One (1) primary and one (1) secondary proof from list below is required.**

Acceptable Primary Forms of Proof

- Residential tax bill for improved residential real property within the district, in the name of parent or Legal Guardian.
- Lease agreement and rental receipt in the name of parent or Legal Guardian, for improved residential real property within the district, with name, address and telephone number of landlord for verification purposes.
- U.S. Postal Service verification of change of address to a residential address within the district, in the name of parent or Legal Guardian.

Acceptable Secondary Forms of Proof

- Utility bill (electricity, telephone, water/sewer or natural gas or propane) for service at a residential address within the district being billed in the name of parent or Legal Guardian.
- Utility company (electricity, telephone, water/sewer or natural gas or propane) letter indicating service to begin within thirty (30) days at a residential address within the district being billed in the name of parent or Legal Guardian.
- Bank statement in the name of a Parent or Legal Guardian, addressed to a residential address within the district.
- Social Services correspondence or statement addressed in the name of a parent or Legal Guardian, addressed to a residential address within the district.
- Residential mortgage instrument, or deed, duly recorded in the Niagara County Clerk's office in the name of a parent or Legal Guardian, which describes real property with a residential address within the district.
- Federal or NYS income tax documentation with preprinted name and address addressed in the name of a parent or Legal Guardian, addressed to a residential address within the district, such as a W-2 form, preprinted label from government, or income tax return check with preprinted address.
- A certificate of occupancy for residential real estate for real property within the district addressed and/or issued in the name of the parent or Legal Guardian.
- A policy or binder of homeowners or residential renters insurance for residential real property within the district addressed and/or issued in the name of the parent or Legal Guardian.
- Other proof acceptable to a district administrator.