



## BETHLEHEM CENTRAL SCHOOL DISTRICT

### NON-PUBLIC OR CHARTER SCHOOL TRANSPORTATION REQUEST FORM

**\*\*\*ONE FORM PER STUDENT\*\*\***

STUDENT NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NAME OF NON-PUBLIC OR CHARTER SCHOOL \_\_\_\_\_

SCHOOL YEAR: 20\_\_ - 20\_\_ GRADE IN SEPTEMBER \_\_\_\_\_ DATE OF RESIDENCY \_\_\_\_\_

Please indicate your child's **general bus transportation needs**:

#### MORNING (TO SCHOOL) - Check only one box

- YES, my child WILL need transportation from the bus stop to school in the a.m.  
 YES, my child WILL only need transportation from the transfer location located at BCMS to school.  
 NO, my child WILL NOT need transportation in the a.m.

#### AFTERNOON (FROM SCHOOL) - Check only one box

- YES, my child WILL need transportation in the p.m.  
 YES, my child WILL only need transportation from school to the transfer location at either BCHS or BCMS.  
 NO, my child WILL NOT need transportation in the p.m.

### ADDITIONAL INFORMATION REGARDING STUDENT TRANSPORTATION

- ▶ In accordance with New York State Education Law and Bethlehem Central School District Policy, school age children will be provided transportation to the non-public or charter schools within 15 miles of the child's home. Such transportation must be requested in writing, by April 1, preceding the school year which the transportation is needed, or within 30 days of moving into the Bethlehem Central School District (BCSD). Families **MUST** submit for transportation each year thereafter if their child is enrolled in a non-public or charter school and desires transportation.
- ▶ New children to the district **MUST** contact the BCSD Registrar by email at [mhaas@bethlehemschools.org](mailto:mhaas@bethlehemschools.org) or by phone at (518) 439-2442 to enroll their child in the district. Transportation **CAN NOT** start until the student is enrolled in the district.
- ▶ Existing BCSD students transferring to a non-public or charter school **MUST** contact the last BCSD school of attendance to withdraw. School contact information can be found at [www.bethlehemschools.org](http://www.bethlehemschools.org). Transportation **CAN NOT** start to the new school until the student is withdrawn from the last BCSD school of attendance. Please ensure home address and contact information is correct in ASPEN before withdrawing student.
- ▶ To submit this form or request a transportation change for your child, please email the BCSD Student Transportation Department at [transportation@bethlehemschools.org](mailto:transportation@bethlehemschools.org). Forms may also be faxed to (518) 439-7885. Please allow a minimum of two (2) business days for processing after receipt.

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

DATE \_\_\_\_\_

OFFICE USE ONLY      STUDENT FOUND IN ASPEN     YES     NO      APPROVED     YES     NO  
    SCHOOL BEDS CODE VERIFIED     YES     NO      ENTERED/VERIFIED IN VERSATRANS     YES     NO

REASON, IF NOT APPROVED \_\_\_\_\_