



## REQUEST FOR TRANSPORTATION TO A NON-PUBLIC SCHOOL

NEW requests for transportation services must be submitted, in person, to the District Registrar, located at the DO at John Jay High School, Cross River, New York. Email Victoria Friedman ([vfriedman@klschools.org](mailto:vfriedman@klschools.org)) to make an appointment.

- To be eligible for transportation, students must be five years of age on or before December 1st of the year in which they are requesting transportation services.
- Mileage must be within 15 miles from home to school.
- A Request for Transportation to a Non-Public School form must be completed in its entirety.
- A separate form must be completed for each student.
- All forms must be submitted, in person, to the District Registrar, by April 1, 2024 to be eligible for transportation services beginning in September 2024.
- An original birth certificate and residency documentation to verify residency within our District boundaries are also required when applying for new student transportation services. (We will make copies of your documents when you submit your application.) Specifically, three (3) proofs of address within the Katonah-Lewisboro School District are required. Proofs of residency include:  
Document indicating current home ownership such as Deed, or Mortgage Statement, or recent Tax Bill, or signed and dated Lease  
AND either: Driver License or recent Utility Bill
- The New York State Education Law mandates that a written request for transportation to a non-public school must be filed each year with the District in which you reside.

All requests received by April 1, 2024 will be reviewed by our office. If your child/ren is eligible for transportation services by the Katonah-Lewisboro School District to a non-public school, you will receive a letter in August with details regarding route location and bus times. If your child/ren is not eligible for transportation services by the district, you will receive notice of this decision in June.

To request transportation services for a Returning student, please submit the Request for Transportation to a Non-Public School directly to the Transportation Office.

For questions regarding transportation services, please contact the Transportation Office at (914) 763-7231. For questions regarding an application for transportation services, including residency requirements, please contact the District Registrar at (914) 763-7050.



## REQUEST FOR TRANSPORTATION 2024 – 2025 SCHOOL YEAR

New York State Education Law requires a written request for transportation to non-public school be filed each year for each child no later than **April 1<sup>ST</sup>** to be eligible for transportation for the following year.

**Note: To be eligible for transportation, students must be 5 years old prior to December 1<sup>st</sup>.**

Name of School Requested \_\_\_\_\_ Mileage from home \_\_\_\_\_

Address of School \_\_\_\_\_

Previous School \_\_\_\_\_

I need the bus in the AM \_\_\_\_\_ I need the bus in the PM \_\_\_\_\_ I need both Am & Pm \_\_\_\_\_

I would like the bus on a “will call if needed” basis \_\_\_\_\_.

Students Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Male [ ] – Female [ ] \_\_\_\_\_ Grade Student is entering \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ (please print)

Home Address \_\_\_\_\_

Town & Zip Code \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Email \_\_\_\_\_

Allergies/Health issues (confidential) \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency contact number \_\_\_\_\_

(Must be a Katonah-Lewisboro resident)

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**REMEMBER: YOU MUST FILE NO LATER THAN APRIL 1<sup>ST</sup>.**  
EMAIL THIS FORM or MAIL IT TO “TRANSPORTATION DEPT AT” ADDRESS BELOW

Nora Beltran  
Transportation Supervisor  
[nbeltran@klschools.org](mailto:nbeltran@klschools.org)

60 N. Salem Rd  
Cross River, NY 10518  
[Transportation@klschools.org](mailto:Transportation@klschools.org)