

**COMSEWOGUE SCHOOL DISTRICT
TRANSPORTATION OFFICE**
290 Norwood Avenue
Port Jefferson Station, New York 11776
Phone: (631) 474-8123/8124 | Fax: (631) 474-3639

2019-2020 School Year

Dear Parent or Guardian of Non-Public Students

Please be aware that Section 3635(2) of the New York State Education Law states:

“written notice be given to the school trustees or board of education by the parent of a pupil attending a non-public school for whom transportation is desired, no later than April 1st preceding the beginning of the next school year...”

Each school year you must submit a request for transportation for your child/children that attends a non-public school. A completed “Non-Public School Transportation Request” form must be received in the Transportation Office **on or before April 1, 2019**, for each child that will attend a non-public school in the 2019-2020 school year. If the enclosed Comsewogue School District form is not received by this date, your child/children will be denied transportation for the 2019-2020 school year.

Please note: Each school year you must provide proof of residence along with the request form:

- **Homeowner:** Town of Brookhaven tax bill, or deed or a current mortgage statement.
- **Renter:** Notarized (may be sworn to or unsworn) statement of Landlord or Owner or Resident from whom the parent or guardian leases or shares property and copy of lease (if applicable).
- Other forms of documentation and/or information establishing physical presence in the Comsewogue School District which may include, but not limited to: Pay Stub, Income tax return, utility or other bills, membership documents based on residency, voter registration documents, official driver's license, learner's permit or non-drive identification, state or other governmental issued identification, documents issued by federal, state or local agencies (e.g. local social services agency, federal Office of Refugee Resettlement).

Choose two of the above proofs of residence.

You must also provide a birth certificate for Kindergarten and New Students. You need to complete **one** form for each child that you are requesting transportation for and return it to:

Comsewogue School District
Transportation Office
290 Norwood Avenue
Port Jefferson Station, New York, 11776

If at any time before the beginning of the school year or during the school year your child/children withdraw from the school and/or no longer require transportation, kindly notify my office so that we may remove them from the bus route assigned to them.

Should you need additional forms or have any questions (at any time during the school year), please call my office at 474-8123 or 631-474-8124 between the hours of 8:00 a.m. and 4:00 p.m.

Sincerely,
Debbie Meaney

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TRANSPORTATION OFFICE
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Port Jefferson Station, N.Y. 11776
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Non-Public School Transportation Request
School Year 2019-2020

Name of School: _____

School Address: _____ Phone Number: _____

Town: _____ ZIP: _____ Grade (in September): _____

In accordance with New York State Education Law, Section 3635(2), and the policy and procedures of the Board of Education of the Comsewogue School District, I hereby formally request transportation for the coming scholastic school year for the child listed below:

Please Print or Type (Only 1 Student for Form)

Student Name: _____

Street Address: _____

Town: _____ ZIP Code: _____

STUDENT'S DATE of BIRTH: ____/____/____ Male ____ Female ____

Home Phone Number: (____) _____ Cell Phone Number: (____) _____

Work Phone Number: (____) _____ Mother ____ Father ____

E-Mail Address: _____

Please Note: Please include correct area code for all phone numbers.

Date of Application

Print Name of Parent/Guardian

Signature of Parent/Guardian

Filing Deadline:

In accordance with New York State Education Law, a parent must give **“written notice to Board of Educationno later than April 1st”** of the current school year for the next school year, or within thirty days of moving into the school district for new district residents. (Your form must be received in the District Transportation Office by April 1, 2019.)

For Transportation Office Use Only

DATE FILED IN DISTRICT

Information provided:

(Transp. Office Stamp)

Birth Certificate: []
All Kindergarten &
New Students

Bus Company:
ROUTE #:

Proofs of Residence: []
All Students

BOE Letter: