

**MAHOPAC CENTRAL SCHOOL DISTRICT
REGISTRATION FOR TRANSPORTATION
OF STUDENTS ATTENDING APPROVED PRIVATE SCHOOLS
FOR THE 2019–2020 SCHOOL YEAR**

*Registration Deadline is April 1st
(Registrations received after this date will require Board Approval)*

To be eligible for Transportation by the Mahopac Central School District, you must live within the boundaries of the Mahopac Central School District and your child must be in compliance with our age requirement to begin Kindergarten. Proof of residency and proof of birth will be required. Below please find the procedures for registering “Transportation Only” students to approved private schools:

(1) If your child is already receiving transportation and you provided proof of birth and residency last year, simply complete a new Registration Form and fax or mail it to the Office of Central Registration (see below fax number and address).

Change of Address: If your address has changed, please be sure to provide updated proof of residency with your Transportation Request Form.

(2) If you are requesting transportation for the first time, please complete the Registration Form and contact the Office of Central Registration to make an appointment to submit the Registration Form, proof of birth and proof of residency. A list of documents that can be provided as proof of residency is included on page 2.

Registration forms are available on our website - www.mahopac.k12.ny.us or by calling the Office of Central Registration (see contact information below). To print forms from our website, go to the MCSD Homepage, select “**Registration**” from the “**District info**” dropdown. This will bring you to the Registration page. Scroll down and select “Request for Transportation to Non-Public Schools” then print.

In addition to the completed Registration form, you must bring your child’s ORIGINAL birth certificate, as well as three (3) proofs of residency to your appointment with the Office of Central Registration.

**Office of Central Registration
Mahopac Central School District
Attn: Elfriede Schober (Central Registrar)
100 Myrtle Avenue, Mahopac, NY 10541
Phone: 845-621-0656 ext. 13902
Fax: 845-621-0489**

LEGAL RESIDENCE

You will need to present to the school proof that you do reside in the Mahopac School District. The documents that need to be submitted will vary depending on whether you own your home or rent/lease.

(A Tax Bill or Deed is NOT acceptable as proof)

- **Homeowner:** If you own your own home, you must submit at least three (3) of the following:
 1. Signed contract for sale with a firm closing date if buying or building a house
 2. Recent utility bill (gas/electric, telephone) or notification of hook-up order
 3. Recent cable TV/satellite TV bill
 4. Homeowners' insurance policy
 5. Credit card bill (American Express, VISA, MasterCard, Discover, Capital One, etc.)
 6. Driver's License
 7. Income tax documents with (W2's), indicating residents' PRIMARY residence
- **Renter:** If you rent, you must submit at least three (3) of the following:
 1. Lease signed by both renter and landlord
 2. Recent utility bill (gas, electric, telephone) or cable bill
 3. Driver's license
 4. Credit card bill (American Express, VISA, MasterCard, Discover, Capital One, etc.)

If none of the above is available, a notarized *Landlord's Affidavit* (available from the Office of Central Registration) must be completed and returned with a rent receipt from the landlord.
- **Living with a Family Member or Friend:** You must submit a Notarized *Residency Affidavit* (available from the Office of Central Registration) and at least two (2) of the following:
 - Recent utility, telephone or cable bill of the family member or friend