



REQUEST FOR TRANSPORTATION TO A NON-PUBLIC SCHOOL

At this time, for NEW requests for transportation services please email the District Registrar, Erin McMahon (emcmahon@klschools.org) for instructions for submitting required documentation.

- 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.
- 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 to the District Registrar, by April 15, 2020 to be eligible for transportation services beginning in September 2020.
- 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, two (2) 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 15, 2020 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 written 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 form directly to the Transportation Office by email, fax or mail (see contact info at the bottom of the form).

For questions regarding transportation services, please contact the Transportation Office at nbeltran@klschools.org. For questions regarding an application for transportation services, including residency requirements, please contact the District Registrar at emcmahon@klschools.org.



REQUEST FOR TRANSPORTATION
2020 – 2021 SCHOOL YEAR

A written request for transportation to non-public school must be filed for each child no later than April 15th to be eligible for transportation for the 2020-2021 school year.

Note: To be eligible for transportation, students must be 5 years old prior to December 1st.

Name of School Requested _____

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 15th

EMAIL, MAIL OR FAX THIS FORM TO 'TRANSPORTATION DEPT' AT ADDRESS/FAX BELOW

Nora Beltran
Transportation Supervisor
nbeltran@klschools.org

P.O.Box 387
Katonah, NY 10536
FAX (914) 763-5846