

WYNANTSKILL UNION FREE SCHOOL DISTRICT

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MEMORANDUM

TO: Parents/Guardians
FROM: Dr. Thomas Reardon, Superintendent
RE: **Non-Public School Transportation Request Form**

New York State Education Law § 3635(2) **requires** parents or guardians of a child residing within the Wynantskill Union Free School District to submit a **written request** to the district, for transportation to a nonpublic school, by **April 1st** of the current year or when not residing in the district on April 1, within **30 days after establishing residency** within the district. The Non-Public School Transportation Request Form is attached hereto for your convenience.

The purpose of this deadline is to enable the school district to budget funds and make necessary arrangements to provide reasonable and economical transportation to students.

A late request is one filed by a parent or guardian after the April 1st deadline or by a new resident more than 30 days after moving into the district. Late requests shall be granted only where a **reasonable explanation** is provided for the delay and there is no additional cost to the District. The authority to decide which reasons are acceptable rests with the Board of Education. The parent or guardian of a student who is denied transportation to a nonpublic school may make an appeal to the Commissioner of Education if a satisfactory resolution cannot be reached with the Superintendent or the Board of Education.

Please note that the Non-Public School Transportation Request Form must be completed every school year in order to provide efficient service to students.

