

NORTH GREENBUSH COMMON SCHOOL DISTRICT

49 North Greenbush Road

Troy, NY 12180

P: (518)283-6748, F: (518)283-6609

To: Parents/Guardians

From: Ann Meister, Secretary/Registrar

Re: Public School Transportation Request Forms 2025-2026

Date: February 24, 2025

New York State Education Law 3635(2) requires parents or guardians of a child residing within the North Greenbush Common School District to submit a **written request** to the District, for transportation to a public school, **by June 1, 2025** or when not residing in the District on June 1, **within 30 days after establishing residency** within the District. The Public School Transportation Request Form and Emergency Contact Form are enclosed 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 June 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. 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 public 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 Public School Transportation Request Form must be completed every school year in order to provide efficient service to students.

You may return forms via **email**: ameister@northgreenbushcommon.org, **FAX** (518)283-6609, or **mail** to the address listed above. If you should have any questions regarding completion of these forms, please contact the District Office at (518)283-6748.

Thank you for your prompt attention to this matter.

North Greenbush Common School District

49 North Greenbush Road, Troy, NY 12180

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Request for Transportation to Public School 2025-2026

In compliance with chapter 755, Section 3635 of the Education Law of 1974, as amended, I request transportation for the upcoming 2025-2026 school year be furnished by the Wynantskill Union Free School District for my child. **A separate form must be used for each child.** If you are filing late, a reasonable explanation must be provided on the back of this form as per Education Law 3635(2).

New Residents must submit a written request immediately after establishing residence in the district.

Will Need Transportation _____ Will Provide Own Transportation _____ (Please choose one)

(This form must be filled out even if transportation will not be required)

School Attending _____

Name of Student _____

Grade Anticipated for 2025-2026 _____ Date of Birth _____

(Parent 1) Name _____ Address _____

Phone C _____ H _____ W _____

(Parent 2) Name _____ Address _____

Phone C _____ H _____ W _____

Student Resides with _____ Relationship to Student _____

Complete Address _____

AM Pick Up (HOME or OTHER) Circle one

Other – Name _____

Address _____

Phone _____

PM Drop Off (HOME, OTHER, Y-TIME or CASE) Circle one

Other – Name _____

Address _____

Phone _____

Medical Concerns (asthma, allergies, etc.) _____

Signature of Parent/Legal Guardian _____ Date _____

REQUEST DUE BY June 1, 2025

Emergency Contact Information - Public Students
North Greenbush Common School District
2025-2026

School Attending _____

Student Name _____ Grade _____

Date of Birth _____ Gender _____

Medical Concerns (asthma, allergies, etc.) _____

Student's Primary Residence Information: Please fill out completely

Parent/Guardian Name(s) _____

Home Address _____

Best Email Address _____ Home Phone _____

(Parent 1) Cell _____ Work _____ Employer _____

(Parent 2) Cell _____ Work _____ Employer _____

1st Emergency Contact Information: Please fill out completely

Name _____ Relationship to Student _____

Address _____

Phone - Cell _____ Work _____ Home _____

Employer _____

2nd Emergency Contact Information: Please fill out completely

Name _____ Relationship to Student _____

Address _____

Phone - Cell _____ Work _____ Home _____

Employer _____

Sibling Name(s) _____ **Grade(s)** _____

Parent/Guardian Signature _____ **Date** _____

REQUEST DUE BY JUNE 1, 2025