



ROCHESTER CITY SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

835 Hudson Avenue
Rochester, NY 14621-4897

Tel: 585-336-4000

FAX No. 585-336-4193

2017-2018 SCHOOL YEAR

Application for Pupil Transportation for Residents of the City of Rochester to Non Public Schools

A new application must be submitted each year by April 1st.

Please complete one application for each child. In order to avoid delays, please print.

___ **New Application**

___ **Change of Address – Effective Date:** ___/___/___

___ **Change of Pickup/Drop Off Location – Effective Date:** ___/___/___

___ **Change of School – Effective Date** ___/___/___

Student's ID# _____ Student's Name _____

Home Address _____ Apt _____ Zip _____

Parent's Home Phone _____ Work Phone _____ Extension _____

Emergency Contact: _____ Phone: _____ Extension _____

School Attending 2017-2018 _____

Grade _____ Student Birth Date _____/_____/_____

Pick up Location if different from home (Only for Students in Grades K-8 and must be for 5 consecutive days)

Drop off Location if different from home (Only for Students in Grades K-8 and must be for 5 consecutive days)

Please check if your child has either of the following: IEP 504 Plan

Print Parent Name _____

Signature of _____

Parent or legal guardian _____

Date _____

➤ **Parents: Please Read Important Information on the Reverse Side of This Form**

Bus Route Information **FOR OFFICE USE ONLY**

For office use only

school code

Old Route Information _____

A.M. Route No. _____ Time _____ Effective _____

Location _____

P.M. Route No. _____ Time _____ Effective _____

Location _____

City School District

___ RTS Pass
___ Other Reason for acceptance

Mailed Denial on:
Date _____

___ Under 1.5 miles
___ Out of District
___ Under 5 years old
Rochester, New York

**THE NEW YORK STATE EDUCATION LAW STATES THAT REQUESTS FOR
TRANSPORTATION TO NON-PUBLIC & CHARTER SCHOOLS MUST BE SUBMITTED TO THE
TRANSPORTATION OFFICE BY APRIL 1ST**

(Applications submitted after July 1st will experience delays in service that may extend weeks into the start of the school year)

Return Completed Form to: Rochester City School District Transportation Dept.
835 Hudson Avenue
Rochester, NY 14621-4897
Or fax to: 585-336-4193

Prior to submitting a request for transportation, your child must be enrolled by the Rochester City School District's Office of Student Placement in the proper school. The Urban-Suburban Office will need to send the Placement Office the appropriate form stating that your child is enrolled. Once enrollment is verified, we can assign transportation.

ELIGIBILITY REQUIREMENTS FOR TRANSPORTATION:

Any **RESIDENT** pupil who attends a regular day school program, in grades kindergarten through twelve, in an approved **PAROCHIAL, PRIVATE, PRIVATE-PAROCHIAL** or **CHARTER** school is entitled to transportation if he or she qualifies according to the following conditions:

A pupil in grades kindergarten through twelve who resides with his or her parent or legal guardian within the City limits of Rochester and who lives more than one and one-half miles from the school attended will be entitled to transportation services in accordance with Board of Education policy.

The school attended must be within 15 miles of the residence.

NOTE: TRANSPORTATION IS NOT PROVIDED TO ANY ADDRESS OUTSIDE THE CITY OF ROCHESTER.

Transportation is provided based on the Rochester City School District calendar. When the District is closed for our students for any reason, we do not provide any transportation service to any other schools.

TRANSPORTATION ASSIGNMENTS:

Transportation for elementary students in grades K - 6 are on yellow bus. However, a child that lives in a remote area or attends a school that is not serviced by yellow bus may be issued a pass for Regional Transit Service (RTS). Transportation for secondary students in grades 7 – 12 may be yellow bus or Regional Transit Service (RTS) depending on the school.

Eligible applicants will be assigned transportation and notified by mail before the opening of school. If a student is assigned to Regional Transit Service, a temporary bus pass will be sent in the mail and the permanent pass issued by the school.

CHANGE OF SCHOOL OR ADDRESS:

If a pupil has a change of school or address during the school year, a new application must be filled out. All changes must be processed through the Rochester City School District Office of Student Placement prior to transportation services being arranged.

Maria Mello-Dupre
Director of Pupil Transportation