



Rochester City School District  
131 West Broad Street  
Rochester, New York 14614  
(585) 262-8100

**2019-2020 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 1<sup>st</sup>.* Please complete one application for each student.

In order to avoid delays, please print and write legible.

**School Attending 2019-2020** \_\_\_\_\_

Student ID# \_\_\_\_\_ Student Name \_\_\_\_\_

Grade \_\_\_\_\_ Student Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender \_\_\_M \_\_\_F

Home Address \_\_\_\_\_ Apt \_\_\_\_\_ Zip \_\_\_\_\_

Parent's Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Extension \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_ Extension \_\_\_\_\_

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

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

I have completed this form in its entirety and read the important information on the reverse side.

Print Parent or Legal Guardian Name \_\_\_\_\_

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This section is FOR OFFICE USE ONLY	
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School Code

**Check if apply and attach supporting documents if needed:**

\_\_\_ Foster Care    \_\_\_ McKinney Vento Act    \_\_\_ Parent/Legal Guardian Disability (Grades K-2 only)

\_\_\_ Student Medical Disability

**Application denied:**

\_\_\_ Application Incomplete    \_\_\_ Other \_\_\_\_\_

**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 1<sup>st</sup>**

**(Applications submitted after June 1<sup>st</sup> will experience delay in service)**

**Charter Schools**

Return Completed Form to:

Rochester CSD Student Placement Office

131 West Broad Street

Rochester, NY 14614

Attn: Joanne Bakeman

Email Address: [Joanne.Bakeman@rcsdk12.org](mailto:Joanne.Bakeman@rcsdk12.org)

**Private or Parochial Schools**

Return Completed Form to:

Rochester CSD Student Placement Office

131 West Broad Street

Rochester, NY 14614

Attn: Robyn Griffin

Email Address: [Robyn.Griffin@rcsdk12.org](mailto:Robyn.Griffin@rcsdk12.org)

Transportation is provided based on the Rochester City School District calendar. The district calendar can be found at [www.rcsdk12.org](http://www.rcsdk12.org). When the Rochester City School District is closed for any reason, we do not provide transportation service. Please call your school for information regarding transportation service on these days.

**ELIGIBILITY REQUIREMENTS FOR TRANSPORTATION:**

Any resident pupil who attends a regular day school program, in grades kindergarten through twelfth, in an approved private, parochial or charter school is entitled to transportation if he or she qualifies according to the following conditions:

A student must live over 1.5 miles from school in order to be eligible for transportation.

If using a babysitter address:

- Must be over 1.5 miles from school.
- Must be Monday – Friday.
- Must be in the City of Rochester.
- Only for students in Grades Kdg – 8<sup>th</sup>.

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

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

**CHANGE OF SCHOOL OR ADDRESS:**

If a student has a change of school or address during the school year, a new application must be completed.

**TRANSPORTATION ASSIGNMENTS:**

Transportation for elementary students in grades Kindergarten through sixth are on yellow bus.

Transportation for secondary students in grades seventh through twelfth may be yellow bus or Regional Transit Service (RTS) depending on the school.

Eligible applicants will be assigned transportation and notified by mail. 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.

Due to the many steps necessary to accommodate your request and to provide safe transportation to all students, please note that changes may take 5-10 business days to go into effect.

Wayne Kittelberger  
Director of Pupil Transportation