



# Manhasset Public Schools

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[Pupil Transportation Department](#)

Kelly Fredrickson  
Transportation Coordinator

January 2023

Dear Parents,

New York State Education Law and Manhasset Board of Education policy require that a parent or guardian of a resident student planning to attend a non-public school during the 2023-2024 school year who wishes to receive transportation services must submit a written application for such services to their school district of residence on or before April 1st 2023. \* Failure to submit such application prior to the April 1st deadline will result in a denial of the request for transportation. A new application requesting transportation must be submitted for each school year for each child attending a non-public school.

Transportation is provided for students enrolled in grades K-12 to non-public schools located within 15 miles of the student's residence. Students in grades 7-12 must live more than 1 mile from the school they attend to be eligible for transportation services. Kindergarten students must reach the age of five on or before December 1, 2023 to be eligible for transportation. A copy of the child's birth certificate must accompany the application for transportation for every kindergarten student.

Board of Education policy states that the Board will provide late bus transportation to resident students who engage in after-school programs at their school, when there are at least five (5) students utilizing such transportation service or when such service can be provided at no additional cost. For students attending non-public schools, late bus transportation must be requested on the annual Application for Transportation to a Non-Public School, due no later than April 1st preceding the beginning of the next school year.

Decisions regarding the provision of late bus service will be made each school year based upon the enrollment at each school and the number of students who will utilize late bus service. In the event that late bus ridership falls below the minimum of five (5) students for ten (10) consecutive days, the run may be cancelled at the discretion of the District, no sooner than 10 days following written parental notification.

Transportation to non-public schools will not be provided prior to the first day of school for Manhasset Public Schools, and on the following days (or observance thereof) unless Manhasset Public Schools are in session: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, and Memorial Day.

If Manhasset Public Schools are closed due to inclement weather, transportation to non-public schools will not be provided. If Manhasset Public Schools has a delayed opening, transportation to non-public schools is also delayed. Additional school closing and delayed opening information can be found in the Manhasset Public Schools Calendar and on the District's web site [www.manhassettschools.org](http://www.manhassettschools.org)

Please fill out the requested information on the enclosed application and return it to the address at the top of the form **no later than April 1, 2023**. Contact the Transportation Office at 516-267-7777 if you have any questions.

Sincerely,

Kelly Fredrickson  
Transportation Coordinator

*\* Unless the family moves into the district after April 1, in which case the request must be made within 30 days of establishing residency.*

Manhasset Public Schools  
Office of Pupil Transportation  
200 Memorial Place  
Manhasset, New York 11030

**APPLICATION FOR TRANSPORTATION TO A NON-PUBLIC SCHOOL 2023-2024**

**Student Information**

_____	_____	_____	____/____/____	M/F	Y/N
<b>Last Name</b>	<b>First Name</b>	<b>Grade</b> (Sept 2023)	<b>Date of Birth*</b>	<b>Gender</b>	<b>Late Bus?</b>
_____	_____	_____	____/____/____	M/F	Y/N
<b>Last Name</b>	<b>First Name</b>	<b>Grade</b> (Sept 2023)	<b>Date of Birth*</b>	<b>Gender</b>	<b>Late Bus?</b>
_____	_____	_____	____/____/____	M/F	Y/N
<b>Last Name</b>	<b>First Name</b>	<b>Grade</b> (Sept 2023)	<b>Date of Birth*</b>	<b>Gender</b>	<b>Late Bus?</b>

**\*Note:** A birth certificate, baptismal certificate, or passport is required for kindergarten students

**Home Address** \_\_\_\_\_ **Home phone #** \_\_\_\_\_

**Move in Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**\*\*New residents must provide proof of residency. Contact the Transportation Office to obtain the necessary Forms\*\***

<b><u>Homeowner:</u></b>	<b><u>Renter/Tenant:</u></b>	<b><u>Other:</u></b>
____ Affidavit of Residency ____ Deed or Mortgage Statement or Tax Bill	____ Affidavit of Residency ____ Lease/Rental Agreement ____ Owner/Lessor Affidavit	____ Affidavit of Residency ____ Head of Household Affidavit ____ Deed, Mortgage Statement, Tax Bill, or Lease
<b>AND</b> at least three (3) from the following list: ____ Electric Bill    ____ Telephone Bill ____ Water Bill    ____ Oil Bill ____ Cable Bill    ____ Bank Statement	<b>AND</b> at least three (3) from the following list: ____ Electric Bill    ____ Telephone Bill ____ Water Bill    ____ Oil Bill ____ Cable Bill    ____ Bank Statement	<b>AND</b> at least three (3) from the following list: ____ Electric Bill    ____ Telephone Bill ____ Water Bill    ____ Oil Bill ____ Cable Bill    ____ Bank Statement

**School Information**

School Name \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_  
School Hours \_\_\_\_ a.m. - \_\_\_\_ p.m. First Day of School: \_\_\_\_ / \_\_\_\_ / 2023  
What school did student attend last school year (22/23)? \_\_\_\_\_

**Parent/Guardian Information**

Name _____	Name _____
Relationship to Student _____	Relationship to Student _____
Cell Phone (____) _____	Cell Phone (____) _____
Work Phone (____) _____	Work Phone (____) _____
Email _____	Email _____

**In accordance with Section 3635 of the New York State Education Law, I hereby request transportation for the student named above. I acknowledge that I have read the statements regarding non-public school transportation on the first page of this form.**

Parent Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_