BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOL DISTRICT
REQUEST FOR TRANSPORTATION TO OUT OF DISTRICT SCHOOL

Directions:
1. One request form should be submitted for each student to only one school.
2. Please print clearly in ink, or type.
3. Return to the BH-BL Central School District, Business Office, PO Box 1389, Ballston Lake, NY 12019 no later than 3:30 PM, Friday , March 31, 2017.
4. ***If transportation is not needed after you submit your request, please notify us at 399-9141, Ext. 83524.***

Name of Student:_____
Last First Middle

Address:_____
Describe location of home on street by distance from nearest main intersections:
Give names of intersecting roads:_____

_____

_____

Names of Parents/Guardians:_____
Last First Middle

_____
Last First Middle

Home Phone #_____Father's Work Phone_____

Mother's Work Phone_____

Name of school you plan to have your child attend:_____

Grade(2017-18):_____Date of Birth:_____Sex:_____

Hours of School: From:_____To:_____

Bus # now riding to school:_____

Indicate if child is registered* for school year 2017-18.
Student must also be registered at the BH-BL District Administration Office (for books and health insurance reasons).

Yes_____ No _____

* ***If child is not yet registered, we will treat this form as informative only. It is your responsibility to notify this office, as soon as possible, when child is registered, or if not going to attend the above school.***

Signed:_____
Parent or Guardian

SEE OTHER SIDE FOR IMPORTANT INFORMATION

If you find that you are no longer in need of the transportation requested, please notify the Transportation Department immediately.

INFORMATION ABOUT TRANSPORTATION

1. Request for transportation to private or parochial schools must be made in writing no later than March 31, 2017.

2. To be eligible for transportation, a pupil must live a distance of fifteen (15) miles or less from the school they will attend. This distance is measured by the shortest road route.

3. Pick-up and discharge points may be established that do not necessarily coincide with the residence of the pupil. Pupils attending out-of-district schools may be required to walk the same distance as Burnt Hills-Ballston Lake Central School District students.

4. Requests for transportation between the school building of attendance and a child care location must follow the same schedule each week for transportation between that child care location or the primary residence and school. Requests for transportation to more than one child care location, to more than one primary residence or according to schedules that differ from one week to the next will be denied.

5. Requests for transportation between school building of attendance and an approved child care location made by July 7 will be implemented on the first day of school. Requests for such transportation received after July 7 will not be approved to begin until after Monday September 25, 2017.

6. The District will consider requests for changes involving primary residence, child care location or weekly child care schedule provided such changes can be made without altering previously established bus routes. Change requests must be submitted to the Transportation Department with approved changes to be implemented on the first Monday following a five school day period for review. (Change Request forms are available at the Transportation Department on Lakehill Road.)

7. ***Only registered students of BH-BL District may ride the bus.***

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