



**ROCHESTER CITY SCHOOL DISTRICT TRANSPORTATION DEPARTMENT**

835 Hudson Avenue  
Rochester, NY 14621-4897

Tel: 585-336-4000

FAX No. 585-336-4193

**2016-2017 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 child. In order to avoid delays, please print.

- New Application**
- Change of Address**
- Change of Pickup/Drop Off Location**
- Change of School**

Student's ID# \_\_\_\_\_ Student's Name \_\_\_\_\_

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

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

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

School Attending 2016-2017 \_\_\_\_\_

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**

Date \_\_\_\_\_ Print Parent Name \_\_\_\_\_  
Signature of Parent or legal guardian \_\_\_\_\_

➤ **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 \_\_\_\_\_

RTS Pass  
 Other Reason for acceptance

Mailed Denial on:  
Date \_\_\_\_\_

- Under 1.5 miles
- Out of District
- Under 5 years old

**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 July 1<sup>st</sup> 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. Your child's school will need to send the Placement Office the appropriate form stating that your child is enrolled. Once enrollment is verified, we can assign transportation.

**NOTE: Transportation is provided based on the Rochester City School District calendar. When the District is closed due to holidays, recess days or emergencies, we do not provide transportation service to any school that chooses to be open on those days.**

**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.

**NOTE: TRANSPORTION IS NOT PROVIDED FOR ANY ADDRESS OUTSIDE THE CITY OF ROCHESTER.**

**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). The majority of secondary students in grades 7 – 12 are issued passes for Regional Transit Service (RTS).

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