

**Putnam Valley Central School District  
Transportation Office**

**Transportation Department  
Michael Koenig**

**845-528-8900  
845-526-7855-Fax**

**Request for Transportation for Non - Public Schools**

All requests for transportation shall be submitted to the School District no later than April 1<sup>st</sup> preceding the School year. Provided, however, that the parent or guardian of the child are not residing in the District on such date shall submit a written request within 30 days after establishing residence in the District, but in no event later than the first day of August. (Education Law Sec. 365.2)

With this Application it is necessary to submit proof of residence in the Putnam Valley School District, if we have not transported your child before. For renters we need a lease or landlord affidavit plus 2 recent utility bills or if you own, we need : deed, mortgage bill, homeowners insurance bill, school or property tax bill plus 2 utility bills. If this application is for a Kindergarten student or you are new to the District, an original birth certificate or passport is also required.

I hereby request transportation for my child (ren) for the 20\_\_\_ /20\_\_\_ school year as follows:

	Student 1	Student 2	Student 3
Student's Name			
Student's Grade (going in to)			
School Name			
School Attended Last Year			

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: (if different) \_\_\_\_\_

Name of Parent/Guardians: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Day Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Parent Email: \_\_\_\_\_

Emergency contact – Name \_\_\_\_\_ Phone # \_\_\_\_\_

Any Information you feel we may need to know about your child:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

If you don't hear from this office you may assume that your transportation request has been granted. You will receive transportation information prior to the start of school. However should a problem exist, we will be in contact with you.

**Return this form with proof of residency and/or birth certificate to the Transportation office no later than April 1<sup>st</sup>.**

**171 Oscawana Lake Road, Putnam Valley, N.Y. 10579**