

Burnt Hills-Ballston Lake CSD
Transportation Department
23 Lakehill Rd.,
Ballston Lake, NY 12019
(518) 399-9141 X 3525, 3524, 3523
Fax: (518) 399-6830

Enclosed are the request for transportation to out of district school (yellow) forms for your school open house, for the school year 2012-2013. Forms are due by April 2, 2012 and further details are on the reverse side of the form.

Also enclosed is a copy of the transportation request form, that can also be found on the BH-BL website: www.bhbl.org. These forms are to be completed only if student needs to be picked up or dropped off at a location other than their home within our district and are due July 1.

If you have any questions, please do not hesitate to give us a call.

Thank you for your continued support for the safe transportation of our students.

Burnt Hills-Ballston Lake CSD TRANSPORTATION REQUEST FORM

School Year 2012-2013

Request for Change of Pick Up or Dismissal Point other than Home Address

Complete and Return to Main Office of school student attends by July 13 or after Sept. 24, 2012

(Exception: by July 1, 2012 for kindergarten student)

Board Policy States: Only one additional location can be used other than home

Student _____ **Teacher** _____
Last Name First

School _____

Parent _____
Last Name First

Home Address _____

Circle Grade KA KP 1 2 3 4 5
6 7 8 9 10 11 12

Home Phone _____
Work Phone _____
Cell Phone _____

Please check appropriate boxes

AM PICK UP CHANGE

Name of Daycare Provider/Home of _____ **New Pick Up Address** _____ **Phone #** _____

Daily Mon Tues Wed Thurs Fri

AM Parent Transport AM Y-Care at _____
School Name

PM DROP OFF CHANGE

Name of Daycare Provider/Home of _____ **New Drop Off Address** _____ **Phone #** _____

Daily Mon Tues Wed Thurs Fri

PM Parent Transport PM Y-Care at _____
School Name

My child is no longer attending daycare, please return to home pick up and drop off.

Parent Signature _____

Effective Date _____

Please allow 7 days for processing

For Office Use Only

Date Received _____

Date Request Filled _____

AM Pick Up Bus _____

PM Drop Off Bus _____

Home Bus _____

**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, 50 Cypress Drive, Glenville, NY 12302 no later than 3:30 PM, Monday, April 2, 2012.
4. **If transportation is not needed after you submit your request, please notify us at 399-9141, Ext. 3523.**

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(2012-13): _____ Date of Birth: _____ Sex: _____

Hours of School: From: _____ To: _____

Bus # now riding to school: _____

Indicate if child is registered* for school year 2012-13.

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 April 2, 2012.
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 1st will be implemented on the first day of school. Requests for such transportation received after July 1st will not be approved to begin prior to the third Monday in September.
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.*