



# Herricks Public Schools

Office of the Director of Transportation

## MEMORANDUM

**To:** School Principals

**From:** Transportation Dept.

**Subject:** Non-Public Transportation Application

**Date:** February 1, 2021

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As you are well aware APRIL 1<sup>st</sup> is the statutory deadline for students applying for transportation to non-public schools for this fall. In Herrick's, requests received after the APRIL 1<sup>st</sup> deadline is rarely approved. Therefore, we are asking for your assistance to inform current and prospective students of the requirements to apply for transportation by APRIL 1<sup>st</sup>. Students who might be on a waiting list should also file an application prior to APRIL 1<sup>st</sup>.

There are two School Board policies requiring any parent enrolling a child in kindergarten, submit a Birth Certificate to the Transportation Office and any first time registrants supply the District Office with Proof of Residency along with their request for bus service.

Also be advised application for transportation have been mailed to all students presently receiving services to your school.

Should you have any questions, please call our office at 516-305-8948

Thank you for your cooperation.

**2021-2022**  
**HERRICKS U.F.S.D.**  
**NON-PUBLIC SCHOOL TRANSPORTATION REQUEST FORM**

This form is for **NON-PUBLIC SCHOOL STUDENTS ONLY**. All applications must be completed and returned to the Transportation Office **no later than April 1<sup>st</sup>, 2021** in accordance with New York State law. A separate application must be submitted for each child and for each school you are considering. Parents of new applicants must complete a registration form; available in the Transportation Office and provide proof of residency (**Deed/Lease plus 3 additional proofs**). Parents of kindergarten children must also provide a **birth certificate**. When applications are filed for a student for more than one school, you must let the Transportation Office know which school your child will attend by **April 1<sup>st</sup>** or within five (5) days of the decision by the school's Admission's Office as long as ALL requests were submitted by **April 1<sup>st</sup>**. In accordance with New York State Law, families moving into the District **after April 1<sup>st</sup>** must submit applications within 30 days of establishing residency. **IN ORDER TO AVOID POTENTIAL PROBLEMS, PLEASE DO NOT FAX.**

**\*Note: Once a school is chosen, decision is Final. Any future change will be considered a new request. If new request were submitted after April 1, it would be considered a late application.**

Date: \_\_\_\_\_

**RETURN FORM TO:** Herricks UFSD  
Transportation Dept.  
999B Herricks Road  
New Hyde Park, NY 11040

**PLEASE PRINT (FILL APPLICATION OUT COMPLETELY TO KEEP OUR RECORDS UP TO DATE)**

Student's Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
(First Name) (Last Name)

Street Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Emergency Phone No.: \_\_\_\_\_

Parent's email: 1) \_\_\_\_\_ 2) \_\_\_\_\_

School Name: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

School Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Hours: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Name of Parent (Print): \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

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This portion of the Transportation Request Form will be returned to confirm receipt of your application. If you have not received acknowledgement by mail prior to **April 1<sup>st</sup>, 2021** please call the Transportation Office at 305-8948,49,50. All applicants will be notified if they are not eligible for bus service based on mileage or age requirements.

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Transportation: \_\_\_\_\_

**PLEASE KEEP THIS RECEIPT FOR YOUR RECORDS**