

sample LETTER NONPUBLIC SCHOOL TRANSPORTATION

MM/DD /YY

SAMPLE LETTER

Enter Parent(s)/Guardian(s) Name

Enter Address

Enter Address

Dear Parent(s)/Guardian(s),

Reminder: Please submit a written request [include name(s) of child(ren) and grade(s)] for transportation to a nonpublic school by **April 1st** as per:

- **Education Law § 3635-2. requires that parents submit a written request to their public school district, for transportation to a nonpublic school, by April 1, or when not residing in the district on April 1, within 30 days after establishing residency.** The purpose of this deadline is to enable school districts to budget funds and make necessary arrangements to provide reasonable and economical transportation. No late request shall be denied where a reasonable explanation is provided for the delay or where there is no additional cost to provide the transportation.

Request(s) may be submitted to the below mailing address, fax #, or email address(es).

- Mailing address: Cassadaga Valley Central School
Transportation Department
PO Box 540
5937 Route 60
Sinclairville, New York 14782-0540
- Fax #: 716-962-5310
- Email address: tvanhouten@cvcougars.org
Cc: ksercu@cvcougars.org, mwilson@cvcougars.org

Thank you,

Kristin Sercu
Supervisor Transportation Dept.

Teresa Van Houten
Typist Transportation Dept.

Cc:

- ☐ Northern Chautauqua Catholic School - mistarks@nccschool.us
- ☐ NCCS Secretary jmarsh@nccschool.us
- ☐ Chautauqua (Bethel Baptist) Christian Academy - jenn.stenta@ccajtn.com
- ☐ Central Christian Academy - info@dunkirkcca.org
- ☐ Open Door Baptist Church - lindaemke2011@gmail.com
- ☐ CVCS Business Office - mwilson@cvcougars.org