



NON-PUBLIC ANNUAL RENEWAL

PAROCHIAL, PRIVATE and CHARTER SCHOOL

RESIDENCY VERIFICATION FORM

Return completed form to:

West Seneca Central School District Transportation Department

3300 Seneca Street

West Seneca, New York 14224

*Student Name _____ *Student D.O.B. _____

*Address _____
(Street) (City) (Zip Code)

*Parent / Legal Guardian _____
(Please Print)

ORIGINAL DOCUMENTATION SUBMITTED
(ONE REQUIRED FROM SECTION A and SECTION B)

Section A

- New York State Valid Driver's License
- Non-driver's Identification Card

Section B

- Court/Agency Documentation
- Documentation of Purchase of Home in District
- Lease Agreement
- Tax Bill
- Notarized Statement from a Landlord*

*If no items from Section B (above) are available, a **Notarized Statement from a Landlord may be submitted together with TWO (2) additional proofs** which may include two from the following list:

NOTE:

Each of these documents must show the address of residence.

- One (1) - Car Registration
- One (1) - Utility Bill
- One (1) - Statement from a financial institution
- One (1) - Payroll stub
- One (1) - Government benefit document

West Seneca Central School District Non-Public Transportation Service Request Application

THIS FORM MUST BE COMPLETED REGARDLESS of REQUESTING TRANSPORTATION or DECLINING TRANSPORTATION

In Accordance with Section 3635 of the NYS Education Law, parents or legal guardians of students residing within the West Seneca Central School District desiring to have their child receive transportation to a non-public school may, upon written request submitted no later than April 1st preceding the next school year, be provided transportation. A new application must be submitted each year by April 1st. Please complete one application for each child.

The following requirements must be met PRIOR to receiving transportation.

1. A separate application must be completed for each student by April 1st.
2. If the child is to attend kindergarten or a Transitional program, a copy of the child's birth certificate must accompany the application for new registrations.
3. Please reference the **Residency Verification/Registration** form provided in this packet for acceptable documentation. The district requires proof of residency that **MUST** accompany all requests. Several examples which require these documents are listed below.
 - a. The student is enrolling at the school for the first time.
 - b. The student is renewing Non-Public registration. **A renewal must be completed every school year by April 1st.**
 - c. The student's address has changed from the previous year.
 - d. The school to which transportation is being requested has changed.
4. Return completed form to: **West Seneca Central Schools
Transportation Department
3300 Seneca Street
West Seneca, New York 14224**

School Year Requested: _____ - _____ Date of Request: _____

Name of Child _____ Child's D.O.B. ____/____/____

Street Address _____
(Number and Street) (Town) (Zip Code)

Phone: (Home #): _____ (Work #): _____ (Cell #): _____

School to be Transported to: _____ Grade: _____

School Address: _____ Phone: _____

Statement of Residency: *I, by signing this statement, am testifying that my child is a legal resident of the West Seneca Central School District. Should the district find the above documentation to be false, the district will seek charges of theft of services, reimbursement for court costs and back tuition. In the event of attendance at a parochial or private school, transportation cost may be sought.*

Please Check One: I am **REQUESTING** Transportation I am **DECLINING** Transportation

Signature of Parent / Legal Guardian _____

TRANSPORTATION OFFICE USE ONLY

AM Route No. _____

Pick Up Location _____

AM Pickup Time _____

Existing Stop _____ New Stop _____

PM Route No. _____

School Notified _____

Parent Notified _____

Date Processed _____

BIRTH CERTIFICATE RECEIVED

YES NO

PROOF

PHOTO ID