Suffern Central School District
Private School Transportation
On-Line Submittal Instructions

For the 2024-25 school year, our District will only accept private transportation request forms that we receive by April 1, 2024, which is the State mandated deadline. Our District will only receive late requests from new families who establish residency and make a request within 30 days to our District.

Private / Parochial School Transportation Request forms are to be completed online and submitted electronically via email to the District. Request forms are available on our district website at: **www.sufferncentral.org** - click on "Transportation" under quick links, or copy and paste the following link in your browser's address bar for website: http://www.sufferncentral.org/Departments/Transportation

To access and complete the Private School Request form you will need to have an Adobe Acrobat Reader DC and one of the following internet browsers: Mozilla Firefox, Google, or Internet Explorer. If you do not have an Adobe PDF viewer, you may download using the following link: **http://get.adobe.com/reader/**

Who Must Register:

- ✓ **Students currently registered for district transportation must submit a new request form by the April 1st deadline for the following September.**
- ✓ **New residents must submit their request(s) within 30 days of moving into the district and provide Proof of Residency documentation.**
- ✓ **New enrollee (including siblings or Kindergarteners) requests must include a copy of child's birth certificate.**
- ✓ **After completing request, you must click the "Save to Computer" button to store document on your computer and email to** transportation@sufferncentral.org **to complete the registration process.**
- ✓ **Step by step instructions for completing the requests are available below.**

Important Browser Information:

Using Internet Explorer, Mozilla Firefox and Google – You must use Adobe Acrobat Reader DC to fill out the PDF form otherwise you may run into any number of problems while completing and submitting the form.

Best Option: Open the transportation request form from the district webpage and save to your desktop; or, *if an option from your browser*, click the "pdf" button or "open with a different viewer" (select open with Adobe Acrobat) on the right side of address bar when opening the website form. Open form using Adobe Acrobat Reader DC only.

Completing Form:

Open transportation request form using the above instructions. If you are prompted to open with a different viewer please select Adobe Reader or Acrobat.

1. Enter the current date using format MM/DD/YYYY.
2. Enter your child's legal first name and last name.
3. Enter your child's date of birth, using format MM/DD/YYYY.
4. Enter your child's age.
5. Select your child's gender. You must click appropriate button.
6. Enter your home phone number.
7. Enter your home address including street address, city and zip code.
8. Enter mother's name with cell number and email address.
9. Enter father's name with cell number and email address.
10. Enter emergency contact's name, phone number and relation to child.
11. Enter legal name of private school to be attended.
12. Enter the private school's phone number.
13. Enter the private school's address including street address, city, state and zip code.   (over)

14. Enter the grade your child will be entering in September.

15. Enter the first day of school for child at requested school.

16. Enter the arrival and dismissal bell times for school of attendance.

17. Select appropriate button informing district if your child currently rides a district school bus.

18. Electronically sign the form attesting that the information you entered is true, accurate, and complete by typing name on line provided.

19. Print Name.

20. It is important to SAVE or PRINT a copy of each request when complete.

21. Click the SAVE button to save your child's transportation request to your desktop or selected file location. Next you need to open your email account. Attach the saved transportation request form to an email and submit to the district at transportation@sufferncentral.org.

22. You may RESET the form to complete a new request for a sibling. This button will clear child specific fields only. Once you reset the request form and have filled in the sibling's information, follow steps 20 & 21 to submit your additional request for transportation. Remember to save each child's request to your desktop using a different file name to avoid losing individual information.

New Student Registration Documentation Submittal:

All new enrollees for district transportation need to provide student and household information detailed below to complete request. This documentation may be submitted by mailing to the district transportation office:
Suffern Central Schools, Transportation Office, 45 Mountain Avenue, Hillburn, NY 10931; emailing to transportation@sufferncentral.org; or via fax 845-357-3073. If emailing, documents need to be scanned and emailed. The district is not able to accept jpeg or other image file formats.

- ✓ **Student Information**: Proof of Date of Birth:
    - Birth Certificate

- ✓ **Household Information:** Proof of Residence:
    Homeowner
    - Deed and Schedule A Description

    Renter/Tenant:
    - Lease (dated/signed by landlord)

    And one of the following:
    - Current gas and electric/oil bill (Orange & Rockland)
    - Current landline home telephone (No Cell Phones)
    - Current water bill
    - Current Cable TV/Digital TV bill (Cablevision, Direct TV, Verizon or other)
    - Current broadband/internet service provider bill (Verizon or other)

Explanation for Late Submittal:
Any request submitted after the April 1st deadline must include a letter explaining why the request was late.

New Families and Establishing Residency: When not residing in the district on **April 1**, new residents have 30 days after establishing residency to submit a written request to the District.