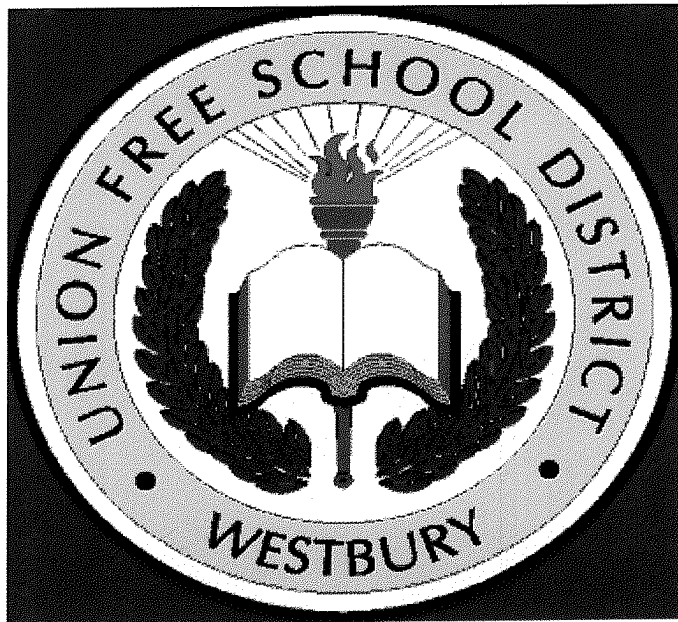


**IMPORTANT NEWS BRIEF
FROM
THE WESTBURY PUBLIC SCHOOLS**



**PROCEDURE FOR REQUESTING NON-PUBLIC
SCHOOL TRANSPORTATION AND TEXTBOOKS
FOR RESIDENT PUPILS**

JANUARY 26, 2018



WESTBURY UNION FREE SCHOOL DISTRICT

2 Hitchcock Lane • Old Westbury, New York 11568-1615
516-876-5016 • FAX: 516-876-5181
email: ebudhai@westburyschools.org

EUDES S. BUDHAI
Superintendent of Schools

January 26, 2018

To Whom It May Concern:

Enclosed please find the Westbury School District procedure for requesting Non-Public School transportation and textbooks for the 2018/2019 school year.

Please be advised that this registration packet is for NEW STUDENTS and/or NEW SCHOOLS.

If you have any questions or concerns, please feel free to contact the Transportation Department at (516) 876-5011.

Sincerely,

Katherine Russo
Assistant Transportation Supervisor

Enclosure

**WESTBURY PUBLIC SCHOOLS
OFFICE OF TRANSPORTATION
OLD WESTBURY, NEW YORK 11568
(516) 876-5011 FAX: (516) 876-2337**

INFORMATION RELEASE

January 26, 2018

TRANSPORTATION AND/OR TEXTBOOK REQUESTS FOR NON-PUBLIC SCHOOLS

Parents of children residing in the Westbury School District who wish to obtain transportation to private and parochial schools and/or receive textbooks for the first time, or those who have changed their address or school from last year's application, should submit a written request for such transportation and/or textbooks to the Office of Transportation, no later than April 1, 2018. Requests received after this date will be denied. Out-of-district request forms may be obtained in the Transportation Office, located at 4 Hitchcock Lane, Old Westbury, NY or by calling (516) 876-5011.

For students whose families continue to reside at the same address, requests for continued transportation and/or textbooks should be made directly to the Westbury School District Transportation Office or by calling (516) 876-5011.

Sincerely yours,



Katherine Russo
Assistant Transportation Supervisor

WESTBURY UNION FREE SCHOOL DISTRICT
TRANSPORTATION GUIDELINES FOR NON-PUBLIC SCHOOL

Must meet the Transportation Policy 755.11 – Requirements to Receive Transportation –

Students are eligible based on the following:

Up to Grade 2: must live 2/10 of a mile from the school

Grades 3 through 6: must live ¾ of a mile from the school

Grades 7 through 12: must live 1 mile from the school

We do not transport to schools over 15 miles from student's residence.

We do not transport on Federal holidays.

We do not transport on orientation days.

Late buses are provided for Middle and High School students only. Late bus requests must be in writing. NYS law requires a minimum of 5 students riding the bus daily.

In order to continue receiving transportation, a "*Request for Pupil Transportation*" form is required each year and must be submitted to the District by April 1st.

Transportation may be revoked by the Superintendent at any time due to behavioral issues or unsafe conditions.



Katherine Russo
Assistant Transportation Supervisor

TEXTBOOK REQUESTS

Parents of children residing in the Westbury School District who attend Non-Public schools are entitled to obtain textbooks from the public school district.

1. Students **must** register in the Office of Transportation to confirm residency prior to requesting textbooks.
2. For tracking purposes, please notify the Office of Transportation at 516-876-5011 if there is a change of address or if you intend to move outside of the Westbury School District.
3. For further information regarding obtaining textbooks, please contact the textbook coordinator at 526-874-1811 or 516-876-5046. The Book Room is located at Dryden Street School, 545 Dryden Street, Westbury, NY.

WESTBURY PUBLIC SCHOOLS

REGISTRATION PROCESS

I. Proof of Birth:

- A. Birth Certificate (Original)

II. Proof of Filiation:

A. Proof of Parentage:

- 1. Marriage Certificate
- 2. Birth Certificate

B. Proof of Guardianship:

- 1. Affidavit of guardianship (custodial and parental, as available)
and/or
- 2. Legal guardianship papers
and/or
- 3. Orders of Custody, Divorce Statement, Custody Settlement Stipulation, or Parent's Affidavit required when biological parents are not living together and caring for the children together
And
- 4. Photo I.D. of parent(s)/guardian(s)

C. Proof of Emancipation:

- 1. Emancipation Affidavit: The District reserves the right to investigate the bona fides of the claimed emancipation.

D. Foster Care Children:

- 1. DSS-2999

III. A. Pupil Application

B. Home Language Survey

IV. Proof of Residency:

IF YOU OWN YOUR HOME:

- Residential Deed, or
- Copy of current property tax bill/receipt, or
- Current mortgage statement, and
- Two current utility bills (LIPA bill, telephone bill, water bill, oil bill, etc.)

IV. Proof of Residency: (continued)

IF YOU RENT, LEASE OR ARE NOT THE OWNER OF YOUR HOME:

- Copy of house/apartment lease or rental agreement, **or**
- Owner's/Landlord's Affidavit, completed, signed by the owner/landlord, **and notarized**

AND ONE OF THE FOLLOWING:

- Copy of owner's/landlord's current property tax bill/receipt, **or**
- Current mortgage statement, **or**
- Residential deed,

AND

- Renter's/Non-Owner's Affidavit, **and**
- Two current bills in the renter's name

IF YOU SUBLET:

- A current appropriate Executive Lease between the owner and the Landlord, **and**
- A Landlord's Affidavit from the person in charge of the house/apartment to the person whom he is subletting or renting to:

OR

If you do not have a lease:

- A Landlord's Affidavit from the owner to the person in charge of the house/apartment, **and**
- One proof of ownership from the owner, **and**
- A second Landlord's Affidavit from the person in charge of the house/apartment to the person whom he is subletting or renting to,

AND

At least two of the following from the Landlord **and** the Tenant:

- Current LIPA bill, telephone bill, water bill, oil bill
- Current bank statements
- Current charge account bills

Registration Process (continued)

You should plan to bring **original** documents. Photocopies will be made for District records at the Office of Transportation. You will also be asked to complete a Pupil Application for Transportation for each of your children. A copy of the application form is attached for your review.

You may complete this form prior to visiting the Office of Transportation and submit it at the time of registration. The office will send you a copy of our registration card. The copies of your proof will remain in the Office of Transportation. Also included in this mailing is a copy of the affidavit that must be completed by your landlord if you do not have a properly executed lease.

If you have any questions regarding this process, please do not hesitate to contact the Office of Transportation. Interviewers will be available to communicate with families who speak Haitian Creole or Spanish.

Thank you for your cooperation and timely response.

FIRST TIME / CHANGING SCHOOLS REGISTRATION ONLY
DUE DATE: APRIL 1, 2018

WESTBURY PUBLIC SCHOOLS
Office of Transportation

PUPIL APPLICATION FOR NON-PUBLIC SCHOOL TRANSPORTATION/AND OR TEXTBOOKS

Date of Interview _____
Interviewer _____

Child's Name _____ Sex _____ Date of Birth _____

Address _____ Telephone # _____

Age as of 9/18 _____ Grade as of 9/18 _____ Evidence of Birth Date _____

Language Spoken at Home _____ Child's Dominant Language _____

Former School and Address _____

Proof of Parent/Child Relationship (check one) Birth Certificate Order of Filiation Letters of Guardianship

Transportation is requested from (Home Address) _____

To School (Name, Address and Phone #) _____

PROOF OF RESIDENCY

Do you own or rent your residence? _____ Date Rental Began _____ Name of Owner _____

Owner's Address _____

Owner's Phone # _____

<p>Biological Father _____ DOB: _____ Address _____ Phone # _____ Occupation _____ Employer's Name _____ Address _____ Business Phone # _____</p>	<p>Biological Mother _____ DOB: _____ Address _____ Phone # _____ Occupation _____ Employer's Name _____ Address _____ Business Phone # _____</p>
---	---

If child is residing with anyone other than natural parent, complete:

Please check: Guardian Foster DOB _____ Home Phone # _____
Guardian Address _____
Relationship _____
Occupation _____ Employer's Name _____
Address _____ Business Phone # _____
Date guardianship took effect _____ Date foster placement took effect _____
Foster Care Agency _____ Caseworker _____
Address _____ Phone # _____

SPECIAL HISTORY

Allergies? _____ Does your child take any medication other than vitamins? _____

Child's Doctor _____ Address _____ Phone # _____

Persons to contact in case of emergency:

Name _____ Name _____

Relationship _____ Relationship _____

Address _____ Address _____

Phone # _____ Phone # _____

If a question concerning your residence arises, the school district may ask you to provide additional documentary evidence of your residence. If, after you have supplied such evidence your residence remains unresolved, the school district will conduct a formal investigation into your residence. We may ask you to provide further documentary evidence, including the name and address of your employer for school district verification purposes; or ask you to attend a conference. During that conference, the school district representative will present you with the evidence it has collected on the issue of your residence and you will be given an opportunity to respond to the evidence.

After the conference, the school district will reach its determination as to your actual residence. If our investigation reveals that you are not a school district resident and that your child is not emancipated and living on his/her own or that you have not relinquished custody and control over your child to a Westbury resident, you will receive a bill for transportation plus expenses.

I swear or affirm that all the information I have provided in this application and the addendum hereto is true. If I have made any false statements, I realize that I can be held liable for transportation costs for the child or children registered by this application in excess of \$1,000.00 plus expenses for each child, and I can be prosecuted under the law for a Class A Misdemeanor pursuant to Section 210.35 of the Penal Law of the State of New York.

Parent/Guardian Signature _____ Date _____

Sworn to before me this

_____ day of _____, 20____.

Notary Public _____

PLEASE NOTE: TO BE ELIGIBLE FOR TRANSPORTATION, CHILD MUST BE FIVE YEARS OF AGE NO LATER THAN DECEMBER 1, 2018.

PART II

THIS SECTION MUST BE COMPLETED BY AN OFFICIAL AT SCHOOL YOUR CHILD WILL BE ATTENDING

2018 Official Opening Day _____

Regular School Hours _____ a.m. to _____ p.m.

The above named pupil has been ACCEPTED by this institution for the year 2018/2019.

Date _____ School Phone # _____

Signature _____ Title _____

WESTBURY PUBLIC SCHOOLS
Owner's/Landlord's Affidavit

STATE OF NEW YORK)
)ss:
COUNTY OF NASSAU)

_____ (Owner), being duly sworn, deposes
and says under penalty of perjury that:

1. I own a (___ home) (___ apartment building) located at _____
_____.

2. I have entered into an arrangement with _____ (tenant) for the
period _____ to _____ during which period the tenant shall have
possession of (___ home) (apartment number ___). The tenants pay rent in the amount of _____.

3. Upon information and belief, _____ (tenant) does in
fact reside at the aforementioned home or apartment on a full-time basis and has no other residence.

4. The following persons reside at the residence listed in paragraph 1:

<u>Name</u>	<u>Relationship to Owner</u>
_____	_____
_____	_____
_____	_____
_____	_____

5. I solemnly swear that I make these representations in good faith and not as subterfuge
to defeat the Westbury Union Free School District's right to exclude non-residents from attendance in
Westbury Public Schools.

6. I understand that the Westbury Union Free School District will rely on the
representations herein and I agree to bear legal responsibility, including but not limited to tuition and
attorney's fees for any inaccuracy of such representations.

Landlord or Officer of Management Company

Print Name and Title

Sworn to before me this
_____ day of _____, 20____.

Notary Public

WESTBURY PUBLIC SCHOOLS
Renter's/Non-Owner's Affidavit

Student's Name

I, _____, being duly sworn,
deposes and says:

1) I understand that this statement is being made **UNDER THE PENALTIES OF PERJURY**, in order that my child(ren) may be admitted to the Westbury Public Schools as a district resident. I further understand that if my child(ren) is(are) found not to be a legitimate resident of Westbury UFSD, that **I WILL BE LEGALLY RESPONSIBLE FOR AND WILL BE BILLED THE SCHOOL DISTRICT'S ANNUAL TUITION RATE OF APPROXIMATELY \$18,787 PER YEAR, PER CHILD, RETROACTIVE** to the first day of admission. I also realize that theft of governmental services is a crime punishable under the State Penal Law and that a false statement made in connection with this application will make me liable to criminal prosecution. I have been informed that the school district can make unannounced home visits for purposes of residency verification.

2) I, _____, am
the **PARENT/GUARDIAN/CUSTODIAL PARENT** of the above-named child(ren). I reside at:
_____ with my child(ren).

Signature

Date

Print Name

Address

Witnessed by:

**WESTBURY PUBLIC SCHOOLS
OFFICE OF TRANSPORTATION
4 HITCHCOCK LANE
OLD WESTBURY, NY 11568-1615
(516) 876-5011 (PHONE)
(516) 876-2337 (FAX)**

This is to certify that on _____ the following child(ren) has (have) been registered by _____, and as resident's of the Westbury School District are eligible to receive transportation to non-public schools for the 2018/2019 School Year.

	<u>Student's (Students') Name</u>	<u>Date of Birth</u>	<u>School</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please keep this form for your records. Thank you for your cooperation.

Sincerely,



Katherine Russo
Assistant Transportation Supervisor