



# WEST SENECA CENTRAL SCHOOL DISTRICT

Transportation Department • 3300 Seneca Street • West Seneca, New York 14224-2746  
Telephone: 716/677-3820 • Facsimile: 716/677-3826

## NON-PUBLIC TRANSPORTATION SERVICE REQUEST

The following requirements must be met **prior** to receiving transportation.

1. A separate application must be completed for each student requesting transportation.
2. If the child is to attend a Kindergarten or a Transitional program, a copy of the child's birth certificate must accompany the application.
3. The district requires **two** proofs of residency that **must** accompany all new requests. One being a photo identification of the parent with his/her current address. Also required is the completion of a Residency Verification form (see reverse side).

These proofs must be submitted if **one** of the following is true:

- A). The student is enrolling at the school for the first time.
  - B). The student's address has changed from the previous year.
  - C). The school to which transportation is being requested has changed.
4. This form is to be completed and returned **No Later than April 1<sup>st</sup>** prior to the school year for which transportation is being requested.

Return completed form to: West Seneca Central Schools  
Transportation Department  
3300 Seneca Street  
West Seneca NY 14224

Date of Request \_\_\_\_\_ For School Year \_\_\_\_\_

Name of Student \_\_\_\_\_ Birth Date \_\_\_/\_\_\_/\_\_\_

Street Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work/Cell \_\_\_\_\_ Start Date \_\_\_\_\_

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.

Transportation Requested By \_\_\_\_\_  
(SIGNATURE OF PARENT OR LEGAL GUARDIAN)

Trans273-4/09

### TRANSPORTATION OFFICE USE ONLY

<b>BIRTH CERTIFICATE RECEIVED</b>	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

AM Route No. \_\_\_\_\_ Pickup Location \_\_\_\_\_

A.M. Pickup Time \_\_\_\_\_  Existing Stop  New Stop PM Route No. \_\_\_\_\_

PROOF  PHOTO ID Date Processed \_\_\_/\_\_\_/\_\_\_ School Notified \_\_\_/\_\_\_/\_\_\_ Parent Notified \_\_\_/\_\_\_/\_\_\_



# WEST SENECA CENTRAL SCHOOL DISTRICT

Administrative Offices • 1397 Orchard Park Road • West Seneca, New York 14224-4098

## RESIDENCY VERIFICATION FORM

Student Name: \_\_\_\_\_

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

Student Date of Birth: \_\_\_\_\_

Parents/Person in Parental Relation: \_\_\_\_\_

### ORIGINAL DOCUMENTATION SUBMITTED (ONE REQUIRED FROM SECTION A AND SECTION B)

Section A	Section B
<input type="checkbox"/> New York State Valid Driver's License <input type="checkbox"/> Non-driver's Identification Card	<input type="checkbox"/> Court/Agency Documentation <input type="checkbox"/> Documentation of Purchase of Home in District <input type="checkbox"/> Lease Agreement <input type="checkbox"/> Tax Bill
	<input type="checkbox"/> 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