



Lancaster Central School District Transportation Department



4082 Walden Avenue
Lancaster, NY 14086
(716) 686-3290

Judy Feldmeyer, Transportation Supervisor

Dear Parent/Guardian:

In preparing routes for the upcoming **2022-2023** school year, parents or guardians in this district desiring to have their child/children attend and be transported to a non-public school, must now complete an electronic fill-in form that can be found on the Lancaster Schools website by **April 1, 2022**. (Paper forms are no longer being accepted)

WE HAVE PROVIDED THESE INSTRUCTIONS TO HELP MAKE YOUR TRANSITION FROM PAPER FORMS TO ELECTRONIC FORMS EASIER:

1. GO TO LANCASTERSCHOOLS.ORG
2. AT THE TOP OF THE DISTRICT WEB PAGE ARE BLACK TABS - SELECT DEPARTMENTS
3. SELECT TRANSPORTATION DEPARTMENT
4. IN THE MIDDLE OF THE TRANSPORTATION HOME PAGE, FIND THE FORM LABELED PRIVATE / PAROCHIAL SCHOOL FILL IN FORM. CLICK ON THAT LINE AND THE FILL IN FORM WILL APPEAR.
5. FILL IN ALL OF THE ANSWERS AND HIT SUBMIT WHEN YOU HAVE COMPLETED THE FORM.
IT IS IMPORTANT THAT YOU COMPLETE A FORM FOR **EACH** OF YOUR STUDENTS THAT WILL BE ATTENDING PRIVATE / PAROCHIAL SCHOOL FOR THE UPCOMING SCHOOL YEAR.

(PLEASE NOTE THIS PROCESS NEEDS TO BE COMPLETED EACH YEAR FOR STUDENTS THAT ATTEND PRIVATE OR PAROCHIAL SCHOOLS)

If you have any questions regarding any of this information please contact the Lancaster Schools Transportation Department at (716) 686-3291.

NOTE: The following applies if your student attends a school with low student ridership. If we do not take anyone in to a particular school in the morning, we will not pick up at that school in the afternoon, unless notified. **In accordance with New York State Education Law Section 3635, parents or legal guardians residing in Lancaster desiring to have their child transported to a non-public school, must for each child, each year, electronically submit their request through the Lancaster Schools website fill-in form for such transportation by April 1, preceding the next school year. In order to be eligible for transportation, the maximum distance from the student's home to the requested non-public school shall not exceed 15 miles. If the District is already providing transportation for eligible students to a non-public school, transportation may be provided from a central pick up point to the non-public school for those students who live beyond the 15-mile maximum limit.**

TRANSPORTATION WHEN THE PUBLIC SCHOOL IS NOT IN SESSION

The district will not transport non-public school students when the Lancaster public schools are not in session, or when the Lancaster School District or the public-school district in which the non-public school is located is closed because of inclement weather.