

**THE NEW YORK STATE EDUCATION LAW STATES THAT REQUESTS FOR  
TRANSPORTATION TO NON-PUBLIC & CHARTER SCHOOLS MUST BE SUBMITTED TO THE  
TRANSPORTATION OFFICE BY APRIL 1<sup>st</sup>**

**(Applications submitted after July 1<sup>st</sup> will experience delays in service that may extend weeks into the start of the school year)**

**Return Completed Form to: Rochester City School District Transportation Dept.  
835 Hudson Avenue  
Rochester, NY 14621-4897  
Or fax to: 585-336-4193**

Prior to submitting a request for transportation, your child must be enrolled by the Rochester City School District's Office of Student Placement in the proper school. The Urban-Suburban Office will need to send the Placement Office the appropriate form stating that your child is enrolled. Once enrollment is verified, we can assign transportation.

**ELIGIBILITY REQUIREMENTS FOR TRANSPORTATION:**

Any **RESIDENT** pupil who attends a regular day school program, in grades kindergarten through twelve, in an approved **PAROCHIAL, PRIVATE, PRIVATE-PAROCHIAL** or **CHARTER** school is entitled to transportation if he or she qualifies according to the following conditions:

A pupil in grades kindergarten through twelve who resides with his or her parent or legal guardian within the City limits of Rochester and who lives more than one and one-half miles from the school attended will be entitled to transportation services in accordance with Board of Education policy.

The school attended must be within 15 miles of the residence.

**NOTE: TRANSPORTATION IS NOT PROVIDED TO ANY ADDRESS OUTSIDE THE CITY OF ROCHESTER.**

**Transportation is provided based on the Rochester City School District calendar. When the District is closed for our students for any reason, we do not provide any transportation service to any other schools.**

**TRANSPORTATION ASSIGNMENTS:**

Transportation for elementary students in grades K - 6 are on yellow bus. However, a child that lives in a remote area or attends a school that is not serviced by yellow bus may be issued a pass for Regional Transit Service (RTS). Transportation for secondary students in grades 7 - 12 may be yellow bus or Regional Transit Service (RTS) depending on the school.

Eligible applicants will be assigned transportation and notified by mail before the opening of school. If a student is assigned to Regional Transit Service, a temporary bus pass will be sent in the mail and the permanent pass issued by the school.

**CHANGE OF SCHOOL OR ADDRESS:**

If a pupil has a change of school or address during the school year, a new application must be filled out. All changes must be processed through the Rochester City School District Office of Student Placement prior to transportation services being arranged.

Maria Mello-Dupre  
Director of Pupil Transportation