

**BURNT HILLS-BALLSTON LAKE CENTRAL SCHOOL DISTRICT
REQUEST FOR TRANSPORTATION TO OUT-OF-DISTRICT SCHOOL**

Directions:

1. **A request form must be submitted every new school year for each student to only one school.**
2. Please print clearly in ink, or type.
3. **Return to the BH-BL Central School District, Business Office, PO Box 1389, Ballston Lake, NY 12019
no later than 3:30 PM, Tuesday, April 1, 2025 if transportation is needed.**
4. If transportation is not needed after you submit your request, please notify our office at 518-399-9141, Ext. 83528

Name of Student: _____
Last First Middle

Address: _____

Describe location of home on street by distance from nearest main intersections:

Give names of intersecting roads: _____

Names of Parents/Guardians: _____
Last First Middle

Last First Middle

Home Phone # _____ Father's Cell Phone _____

Mother's Cell Phone _____

Name of school you plan to have your child attend: _____

Grade(2025-2026): _____ Date of Birth: _____ Sex: _____

Hours of School: From: _____ To: _____

Bus # now riding to school: _____

Indicate if child is registered* for the school year 2025-2026 at the above listed school.

Students must also be registered at the BH-BL District Administration Office (for books and health insurance reasons).

Yes _____ No _____

**** If your child is not yet registered, we will treat this form as information only. It is your responsibility to notify this office, as soon as possible, when your child is registered, or if not going to attend the above school.***

Signed: _____
Parent or Guardian

SEE OTHER SIDE FOR IMPORTANT INFORMATION

If you find that you are **no longer in need of the transportation** requested, please notify Monica Mare' at Transportation for Out-of-District students immediately.

INFORMATION ABOUT TRANSPORTATION

1. Request for transportation to private or parochial schools **must be made in writing no later than April 1, 2025 for the following year.**
2. To be eligible for transportation, a pupil must live a **distance of fifteen (15) miles** or less from the school they will attend. This distance is measured by the shortest road route.
3. Pick-up and discharge points may be established that do not necessarily coincide with the residence of the pupil. Pupils attending out-of-district schools may be required to walk the same distance as Burnt Hills-Ballston Lake Central School District students.
4. Requests for transportation between the school building of attendance and a child care location must follow the same schedule each week for transportation between that child care location or the primary residence and school. Requests for transportation to more than one child care location, to more than one primary residence or according to schedules that differ from one week to the next will be denied.
5. Requests for transportation between school building of attendance and an approved child care location made by July 1st will be implemented on the first day of school. Requests for such transportation received after July 1st will not be approved to begin until after Monday, September 22, 2025.
6. The District will consider requests for changes involving primary residence, child care location or weekly child care schedules provided such changes can be made without altering previously established bus routes. Change requests must be submitted to the Transportation Department with approved changes to be implemented on the first Monday following a five school day period for review. (Stop Change Request Forms are available at the Transportation Department on Lakehill Road or on the BHBL Website.)
7. ***Only registered students of BH-BL District may ride the bus.***

Please remember:

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