



SUFFERN CENTRAL SCHOOL DISTRICT
45 MOUNTAIN AVENUE
HILLBURN, NEW YORK 10931

Transportation Office
Telephone: (845) 357-7783 Ext. 11286
Fax: (845) 357-3073
E-mail: transportation@sufferncentral.org

January 05, 2024

**RE: 2024-2025 Request for Transportation to Private/Parochial School
Submittal Deadline: April 1, 2024**

Dear Parent and/or Guardian:

Our records indicate that this year your child(ren) is attending a private/parochial school and is receiving district transportation services. If your child(ren) will require district transportation for this coming September, you must complete a new request form and **submit it to our office no later than April 1, 2024**. Please remember that one form is required for each child. A copy is included for your reference.

Important: Our District will only accept private transportation request forms that we receive by April 1, 2024, which is the State mandated deadline. We will only receive late requests from new families who establish residency and make a request within 30 days of moving into our District. This deadline allows our district to properly budget the number and size of vehicles needed for each private/parochial school.

To better serve you, transportation request forms with instructions on how to complete and submit for next September are available on our District website at www.sufferncentral.org/Departments/Transportation. These forms and instructions are also available at your child's school or you may contact our office. Our instructions will help answer any questions and guide you through the steps to submit a request on-line with ease; however, it is important that you read and follow directions provided. **Our District strongly recommends emailing request forms, so you have confirmation of a timely submittal.**

If you have any questions, please feel free to contact the office at the above referenced telephone number.

Sincerely,

Junior Berridge
Transportation Coordinator