



# Port Jervis

CITY SCHOOL DISTRICT

*Pursuing excellence at every level, every day*

John Bell  
Superintendent of Schools  
Port Jervis, New York 12771  
District Office Tel 845-858-3100

## TRANSPORTATION REQUEST TO PRIVATE SCHOOL

Date: \_\_\_\_\_

To Whom It May Concern:

In accordance with the laws of the State of New York, I hereby formally request transportation for \_\_\_\_\_ to the \_\_\_\_\_,  
(Name of Student) (Name of School)  
\_\_\_\_\_ for the  
(Address of School)

2026-2027 school year. The student's date of birth is \_\_\_\_\_ and he/she will enter grade \_\_\_\_\_ in September 2026.

Student's Address: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Emergency Contact Person: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

In addition to making this request directly, I wish to inform you that I have authorized the Principal of \_\_\_\_\_ School or his/her successor in that position, to be my representative in requesting transportation for my child/children in attendance at the above-named school or unless I expressly revoke such request.

**Note: Prior to final approval of transportation, student(s) must be registered with the Port Jervis City School District and meet the birth date guidelines as prescribed by Port Jervis.**

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Signature of School Official)

**Please return request forms, along with your school calendar for 2026-2027, to Port Jervis City School District, Attn: John Timm, Assistant Superintendent for Business, 150 Pike Street, Port Jervis, NY 12771.**