



Lackawanna City School District

Keith E. Lewis
Superintendent of Schools

McKinley School Administrative Offices
245 South Shore Boulevard
Lackawanna, New York 14218
Phone: 716.821.5610 Fax: 716.821.5625

Non-Public/Charter School TRANSPORTATION SERVICE REQUEST

The following requirements must be met PRIOR to receiving transportation services:

1. Separate applications must be completed for **each** student for whom transportation is being requested.
2. Residency must be verified by the Lackawanna City School District. Please call 821-5610 ext. 7703 to schedule an appointment if your child is not already verified. If your child is verified but you have had a change of address, you must submit proof of residency for the new address to the Registration Office. Services of any kind will NOT be provided by the Lackawanna City School District for any student for whom we have not verified residency.
3. If this is a new school for your child or your child is transferring schools, you need to update that information with our Registration Office. We cannot reserve seats for students whose information is not correct in our Registration Office.
4. Per the New York State Education Department, requests for transportation must be completed and returned **NO LATER THAN APRIL 1** prior to the school year for which transportation is requested or services may be denied. Return completed form directly to:

Lackawanna City School District
Transportation Department
245 South Shore Boulevard
Lackawanna, NY 14218

For School Year _____ Date of Request _____

Name of Student _____

Student's Address _____

Phone _____ Grade _____

School to be Transported to _____

School Address _____

School Phone Number _____

Signature _____

Must Be Signature of PARENT or LEGAL Guardian

For Office Use Only – Student ID: _____

Not Eligible; Distance _____