



# 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 827-6703 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 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* \_\_\_\_\_