

Schenectady City School District
Application for Transportation Hardship Request

Return this form to:
Schenectady City School District: Transportation Office
Attn: Al Valachovic
108 Education Drive, Schenectady, NY 12303

ALL REQUESTS WILL BE REVIEWED IN AUGUST AND PARENTS WILL BE NOTIFIED

STUDENT INFORMATION SECTION

Student Name: _____
Last First MI

Date of Birth: _____

Home Address: _____ **Zip:** _____

Attendance Zone School: _____ **School Yr: 2018-2019**
(the school, based upon your home address, your student would attend)

Grade 2018-2019 _____

STUDENT SERVICES

Does your child receive the following services? Please check all that apply.

Special Education **English as a Second Language** **Other** explain: _____

PARENT CONTACT INFORMATION

Parent's Name: _____

Work Phone: _____ **Home Phone:** _____ **Cell Phone:** _____

Reason for the Request (if necessary, please provide additional documentation in support of your request):

- A. Medical Reason Verification (student only) (check one)** **Yes** **No**
- B. Hardship or Extenuation Circumstances (check one)** **Yes** **No**
- C. Other** _____

Please note: Requests are dependent on sufficient information regarding the student only. Please attach detailed information in writing regarding your request to ensure that your hardship will be taken in to full consideration.

For Office Use Only: Request received: ___/___/___ By: _____

Appeal's Committee's Decision: ___/___/___ **Approve** **Disapprove**

Reason(s): _____

Decision Letter mailed to (if applicable) **Parent** **Principal(s)** **Special Ed**

Date Mailed: ___/___/___

Reasons for approving a hardship request are:

- Student Medical Exception (504 plan - partnership with school)
- Hazard Exception (construction along route, sidewalks closed, etc.)
- Emergency Exception (victim of a crime, order of protection, etc.)
- Temporary Housing Exception
- Distance Disagreement (incorrect distance calculation)

Feel free to call the Transportation Office with any questions or concerns that you may have. Please note that the reasons for a hardship request are all relating to the student.