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MEMORANDUM

To:
Parents/Guardians of the Hempstead School District

From: Mr. Jamal J. Scott
Assistant Superintendent for Business & Operations

In accordance with New York State regulations, parents/guardians of students attending private, parochial, or charter schools must submit a transportation request by April 1st each year. For the 2025-2026 school year, parents are required to complete the online transportation application available on the Hempstead School District website. (See the FAQ section on page 2 for more details.)

Instructions for accessing the online application are included within this letter. Please note, failure to submit the application by the April 1st, 2025 deadline will result in the loss of transportation eligibility. All new residents must provide proof of residency. Proof of residency can be submitted at our Registrar's Office located at 15 E. Marshall St., Hempstead, NY 11550. To schedule an appointment, please contact the Registrar's Office at (516) 434-4160.

Each child requires a separate transportation application, which must be submitted annually, even if your child is currently receiving transportation services. The Hempstead School District requires parents to use our online application form; we will not accept transportation requests directly from private, parochial, or charter schools.

Eligible students must be five years old on or before December 1st 2025, and all transportation eligibility follows public school age requirements. Be sure to complete all required information in the online application.

For assistance, please contact my office at (516) 434-4069, Monday through Friday, between 9:00 a.m. and 3:00 p.m.

IMPORTANT: Failure to submit the online application by **April 1st, 2025** will result in ineligibility for transportation. In such cases, you will be responsible for arranging and covering the cost of transportation for your child.

FAQ:

- How do I request transportation?

Transportation requests must be submitted through the Hempstead Schools website at www.hempsteadschools.org, via the link in the 'Headlines & Features' section.

- What is the deadline for transportation requests?

All requests must be submitted by April 1st, 2025 for the 2025-26 school year.

- What if my child's school is undecided?:

If you are unsure about your child's school, submit an application for each potential school. The final choice must be communicated to the Transportation Department by July 1st, 2025.

- What if I miss the deadline?:

*Applications submitted after April 1st, 2025 **will not** be approved.*

Thank you for your attention to this matter. We look forward to working with you to ensure your child's transportation needs are met for the upcoming 2025-26 school year.

Sincerely,



Jamal J. Scott

Assistant Superintendent for Business & Operations