



# *St. Rose of Lima Academy*

52 Short Hills Avenue Short Hills, NJ 07078

973-379-3973



Accredited by the Middle States Association of Colleges and Schools Commission on Elementary Schools  
Distinguished Recipient of the Excellence in Education Blue Ribbon Award

## **Registration Information for PreSchool-Grade 8 2019-2020**

### **Directions:**

- a) Complete all information.
- b) Sign all necessary documents.
- c) Return all completed forms and necessary documents to the Academy. You may drop these off at the front desk in a sealed envelope marked "Registration 2019-2020" to the attention of Mrs. Underwood. Alternatively, you may send them via e-mail to the attention of Mrs. Underwood.

### **Checklist:**

#### **For each Family**

- Registration Form
- Tuition Agreement
- Payment Form
- Deposit and Registration Fee
- Archdiocese Census Form

#### **For each Child**

- Student Information Form
- Birth Certificate
- Baptismal Certificate (if applicable)
- Proof of Immunization
- Transcript Request Form (Grades 1 through 8)
- Previous Year's Report Card (Grades 1 and higher)
- Previous Year's Standardized Test Scores (Grade 1 and higher)
- Transportation Form (Kindergarten through Grade 8)
- Computer and Telecommunications Agreement
- Photo Release Form

*St. Rose of Lima Academy, Short Hills, NJ*  
**Registration Information for Families 2019-2020**

The setting of tuition is a carefully considered process whereby the parish endeavors to balance increasing costs and the desire to keep tuition costs affordable for our families. The rate of tuition is determined as follows:

- All families who are Catholic and belong to a Catholic Church within the Archdiocese of Newark pay the **Active RCAN Parishioner Tuition Rate**. It is expected that these families:
    - Demonstrate support for the apostolic mission of the Academy and Parish by regular attendance at Mass and the Sacraments with their families,
    - Financially support the activities of their parish at large through regular contributions,
    - Actively participate in parish life through support of liturgical, community and stewardship activities.
  - All non-Catholic families will pay the **Full Rate**.
  - All Catholic families residing outside the Archdiocese of Newark will pay the **Full Rate Tuition**. If these families choose to join an Archdiocese of Newark parish the following conditions must be met in order to be considered for **Active RCAN Parishioner Rate**:
    - Demonstrated support for the apostolic mission of the Academy and Parish by regular attendance at Mass and the Sacraments with their families,
    - Financially supporting the activities of the parish at large through regular contributions,
    - Active participation in parish life through support of liturgical, community and stewardship activities.
- Parishioner Rate will be evaluated annually to insure sustained compliance with these conditions. Failure to comply with these conditions may result in a change in tuition rate.

A non-refundable registration fee of \$300.00 per family is required at the time of registration (check or money order ONLY.) This registration fee includes the Technology Fee, and will not be applied toward tuition.

**Tuition for PreK through Grade 8**

<b>Preschool</b>	<b><u>Parishioner Rate</u></b>	<b><u>Full Rate</u></b>
<u>2.5 Year-Olds Half Day (8:30 am – 11:25am)</u>		
<u>Beginning in September</u>		
Mon through Fri (5 Day)	<b>\$ 4,625.00</b>	<b>\$ 5,125.00</b>
Mon, Wed, Fri (3 Day)	<b>\$ 3,300.00</b>	<b>\$ 3,800.00</b>
<u>Bridge Program – Beginning in January</u>		
Mon, Wed, Fri (3 Day)	<b>\$ 1,980.00</b>	<b>\$ 2,280.00</b>
Mon through Fri (5 Day)	<b>\$ 2,775.00</b>	<b>\$ 3,075.00</b>
<u>3 Year-Olds Half Day (8:30 am – 11:25am)</u>		
Mon, Wed, Fri (3 Day)	<b>\$ 4,625.00</b>	<b>\$ 5,353.00</b>
Mon through Fri (5 Day)	<b>\$ 5,625.00</b>	<b>\$ 6,353.00</b>
<u>4 Year-Olds Full Day (8:30 am – 2:30 pm)</u>		
Mon through Fri	<b>\$ 5,825.00</b>	<b>\$ 6,553.00</b>
<b>Kindergarten-Grade 8</b>	<b><u>Parishioner Rate</u></b>	<b><u>Full Rate</u></b>
One Child	<b>\$ 6,791.00</b>	<b>\$ 9,031.00</b>
Two Children	<b>\$12,928.00</b>	<b>\$16,956.00</b>
Three Children	<b>\$18,738.00</b>	<b>\$24,238.00</b>
Four or More Children	<b>\$20,199.00</b>	<b>\$30,454.00</b>

**Registration Deadline:** Failure to register during open enrollment may result in the loss of your child's position in the school. New families who register after June 1, 2019 may be subject to a \$250 Late Registration Fee. This fee *will not* be applied towards tuition.

**Parent/Guardian Initials Required:**

*St. Rose of Lima Academy, Short Hills, NJ*  
**Additional Registration Information 2019-2020**

**The following information is needed to complete the registration process:**

**For each family:**

Registration form;  
Tuition Agreement and Parent Responsibilities form;  
Payment Form;  
Medical Authorization Form;  
Non-refundable Registration Fee;  
Tuition Deposit;

**For each child:**

Student Information Form Birth certificate (birth date cut-off for Kindergarten and Preschool is Oct. 1);  
Baptismal certificate (if applicable);  
Proof of Immunization;  
Transcript Request Form (signed) (Grades 1 to 8 only);  
Copies of recent Progress Report Cards (Grades 1 through 8);  
Copies of most recent Standardized Testing results (Grades 1 through 8);  
Transportation Form (Kindergarten to grade 8 only);  
Computer and Telecommunications Agreement;  
Photo Release Form

The items listed above are required to be submitted by the application deadline in order for the student to be considered for admission.

**Failure to include any of these items will result in the return of the application packet.**

Additional information regarding these items is provided below:

**Birth Certificate** - a copy of the child's birth certificate must be submitted for proof of age. The mandatory age requirement is designated by the Millburn Board of Education. A child applying for the three year-old program must be three years old on or before October 1 for his/her application to be considered. A child applying for the four year-old program must be four on or before October 1, a child applying for Kindergarten must be five, and a child applying for Grade 1 must be six for his/her application to be considered.

**Baptismal Certificate** - a copy of the child's baptismal certificate and verification of any additional sacraments is (are) required, if applicable.

**Immunization -**

**Pre-School DPT**- a minimum of four doses, the last dose must be given on or after the first birthday: **Polio** - a minimum of three doses. **MMR** (Measles, Mumps, Rubella) one dose administered on or after the first birthday; (children immunized before the first birthday are to be re-immunized) **HIB** - either three or four doses, the last dose to be given on or after the first birthday. **Varicella** - one dose must be given after the first birthday, or history provided of child already having the chicken pox disease. **PVC (Pneumococcal) Vaccine** - one dose must be administered on or after the first birthday. **Flu Vaccine** - one dose administered between Sept 1st and Dec 31st of the current school year.

**Kindergarten - Booster DPT** - one dose given after fourth birthday **Booster Polio** - **Booster MMR** - **Hepatitis B** - three doses

**Grade 6 - TDAP** - **Meningococcal Vaccine** -

Students entering a US school for the first time in NJ or transferring into a NJ school (from certain countries with high incidence of TB) must receive IGRA or mantoux tuberculin skin test unless they meet an exemption criterion.

*St. Rose of Lima Academy, Short Hills, NJ*  
**Additional Registration Information 2019-2020**

**Previous School Records** - Most recent report card and standardized test scores are required as part of the admission packet for students entering Grades 1-8. Parents are also required to sign a release form in order for St. Rose to acquire the student's records from the previously attended school.

All Kindergarten students will be sent a State of New Jersey Health History and Appraisal form and a parent questionnaire to be completed over the summer. New students enrolling at St. Rose of Lima Elementary School will have an interview with the principal. In addition, new students may take part in a testing process to determine eligibility and possible placement.

**Two-and-a-half-year-old Program** The two-and-a-half-year-old program is offered in the morning (8:30 to 11:25AM) either as a three day program (Monday, Wednesday, and Friday) or five day program (Monday through Friday) with a maximum of twelve students per session. Students may be dropped off in the gym as early as 7:50AM. To enroll in this program beginning in September, a child must be 2 ½ years old by September 1<sup>st</sup>. Children in this program are not required to be potty trained, but are encouraged to be so.

**Three-year-old Program** The three year-old program is offered in the morning (8:30 to 11:25AM) either as a three day program (Monday, Wednesday, and Friday) or five day program (Monday through Friday) with approximately eighteen students per session. Students may be dropped off in the gym as early as 7:50AM. **All three year-olds must be TOILET TRAINED BY SEPTEMBER in order to be accepted into the preschool program.** A "Poppins" program from 11:30 to 2:30 PM is available for **three year-olds** who wish to extend the day, for an additional daily fee.

**Four Year-old Program** The four year-old program is offered five days per week in the morning (8:30 to 2:30 PM) with a maximum of eighteen students per session. Students may be dropped off in the gym as early as 7:50AM.

### **Academy Admission Policies**

St. Rose of Lima Admissions Committee sets the admission policies and administers the admission process. The Committee has the sole and absolute discretion in all admission decisions, which decisions are based on the long term best interests of the Academy. In cases where space is limited in a given grade level, the Committee may increase class size limits and/or utilize a specific priority scheme, as it deems appropriate. It is the hope of the Committee that all children enrolled will continue to graduation. Following are the general admission preference guidelines utilized by the Committee:

- Returning Academy families who currently have children in the Academy or wish to enroll other siblings;
- Registered parishioners of a parish of the Archdiocese of Newark;
- Catholic students registered in parishes other than within the Archdiocese of Newark without siblings currently in the Academy;
- Non-Catholic students.

**St. Rose of Lima Academy Admissions Committee reserves the right to review all applications for admission prior to notification of status.**

*St. Rose of Lima Academy, Short Hills, NJ*  
**Registration Form 2019-2020**

Family Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

**Child(ren)**

Name(s)	Birthdate	Grade in Sept 2019
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\*\*For PreK 2.5 or 3 children, please indicate 3 day or 5 day program in third column \***

Father's Name : \_\_\_\_\_ Mother's Name : \_\_\_\_\_

Father's Religion : \_\_\_\_\_ Mother's Religion : \_\_\_\_\_

Home Telephone : \_\_\_\_\_ Home Telephone : \_\_\_\_\_

Father's Cell Phone : \_\_\_\_\_ Mother's Cell Phone : \_\_\_\_\_

Other Phone : \_\_\_\_\_ Other Phone : \_\_\_\_\_

Father's Occupation : \_\_\_\_\_ Mother's Occupation : \_\_\_\_\_

Father's Employer: \_\_\_\_\_ Mother's Employer: \_\_\_\_\_

Employer Address : \_\_\_\_\_ Employer Address : \_\_\_\_\_

\_\_\_\_\_

Business Phone : \_\_\_\_\_ Business Phone : \_\_\_\_\_

Father's Email: \_\_\_\_\_ Mother's Email: \_\_\_\_\_

**Emergency Contact 1 Information**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Bus Phone: \_\_\_\_\_

Contact 1 Other Phone: \_\_\_\_\_

**Emergency Contact 2 Information**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Bus Phone: \_\_\_\_\_

Contact 2 Other Phone: \_\_\_\_\_

Please note that all parent phone numbers including cell numbers will be included in the Emergency Phone System list.

**If your child(ren) has/have any special educational needs or health concerns, please indicate below:**

**Name of Child:** \_\_\_\_\_

**Special Educational Needs:**

**Health Concerns and/or allergies:**

**Medication(s) and dosage Child is currently taking: (Please list below)**

**Medication:**

**Dosage: Taken: \_\_\_\_ Daily \_\_\_\_ As needed**

**Name of Child:** \_\_\_\_\_

**Special Educational Needs:**

**Health Concerns and/or allergies:**

**Medication(s) and dosage Child is currently taking: (Please list below)**

**Medication:**

**Dosage: Taken: \_\_\_\_ Daily \_\_\_\_ As needed**

**Name of Child:** \_\_\_\_\_

**Special Educational Needs:**

**Health Concerns and/or allergies:**

**Medication(s) and dosage Child is currently taking: (Please list below)**

**Medication:**

**Dosage: Taken: \_\_\_\_ Daily \_\_\_\_ As needed**

**In case of accident or serious illness, I request that the St. Rose of Lima Academy Staff contact me using the authorization provided on this form. If the staff is unable to reach me, I hereby authorize the St. Rose of Lima Academy Staff to call the physician indicated below and to follow his or her instructions. If it is impossible to reach this physician the St. Rose of Lima Academy Staff may make any and all appropriate arrangements deemed necessary, including transporting my child to an emergency room by means of an ambulance.**

**Name of Physician:** \_\_\_\_\_

**Phone Number of Physician:** \_\_\_\_\_

**Name of Parent/Guardian: (please print)** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date** \_\_\_\_\_

*St. Rose of Lima Academy, Short Hills, NJ*  
**Tuition Agreement and Parent Responsibilities 2019-2020**

The purpose of this agreement is to establish between St. Rose of Lima Parish (the “Parish”) and the parents of children enrolled in St. Rose of Lima Academy (the “Academy”), the following: (1) the terms and payment schedule of tuition and other fees applicable to the enrollment of children in the Academy and (2) the responsibilities of parents to the Parish at large. In consideration of the acceptance of this contract by the Academy, I agree to fulfill my obligations as set forth below.

1. **TUITION PAYMENT:** St. Rose of Lima Academy has contracted with Smart Tuition to administer our tuition program. All families will enroll and make payments in the Smart Tuition Management program. First payment is due in June of 2019. **Failure to make first payment by payment deadline will result in a \$100.00 late payment fee.** Last payment will be completed in March 2020. No registration for the new academic year will be considered accepted until all prior balances are cleared.

**A non-refundable registration Fee of \$300.00 per family is required and will not be applied to the amount of total tuition due for the fiscal year of enrollment. If a student is not accepted for admission the fee will be returned.**

I agree to assume full responsibility for the total amount of tuition due for the fiscal year of enrollment. No refund or cancellation of this amount will be made by the Academy for absence, withdrawal, or dismissal before the end of the school year, except as set forth in 2, below, and in these cases, the amounts of unpaid tuition set forth in 2a - 2c will immediately become due. I understand and agree that in the event that tuition is not paid on a timely basis, the Academy may refuse to furnish progress reports, transcripts, letter of recommendation, and ultimately cease educational services.

If an account falls behind in payments by more than one (1) month, the school may suspend the child(ren) until the account is brought current.

It is understood that individual circumstances can arise in which a parent may be unable to fulfill his or her financial obligations to the Academy due to a loss of a job or otherwise. If a parent is in a situation in which he or she is unable to make tuition payments, he or she is asked to contact the Principal to work out an alternative plan to fulfill the tuition obligation.

**Parent/Guardian Initials Required:**

2. **WITHDRAWAL FROM SCHOOL:** The payment schedule above and withdrawal policy stated here are made necessary by the hiring commitments and purchase of classroom materials (books and workbooks) which the Academy must make prior to the commencement of the academic year.

**Should I for any reason, withdraw my child or children from the Academy prior to the commencement of, or during, the academic year, I hereby acknowledge and agree that I will continue to be responsible for the payment of the following amounts of tuition, whether or not my child ultimately matriculates:**

- a) One third of the total amount of tuition due for the year if notification is provided from April 1, 2019 through July 1, 2019
- b) Two thirds of the total amount of tuition due for the year if notification is provided from July 2, 2019 through September 1, 2019, and
- c) 100% of the total amount of tuition due for the year if notification is provided after September 1, 2019.

**Parent/Guardian Initials Required:**

**Notification of withdrawal from the Academy must be made in writing.**

*St. Rose of Lima Academy, Short Hills, NJ*  
**Tuition Agreement and Parent Responsibilities 2019-2020**

**3. RESPONSIBILITIES FOR THOSE PAYING PARISHIONER RATE TUITION:** If a parent is a member of a Parish in the Archdiocese of Newark, enrollment of his or her children in St. Rose of Lima Academy encompasses responsibilities which go beyond school attendance and payment of tuition on a timely basis. St. Rose of Lima is a large and diversified parish with responsibility for the support of admission to our faith, those who are ill, disabled, and economically disadvantaged. Moreover, the physical plant of the Academy, church, and other parish buildings require a high degree of ongoing maintenance and capital expenditure. Parish financial support has historically provided a strong base upon which our educational programs are now built. Parents who are paying Reduced Rate Tuition are therefore expected to contribute to the life of the Parish through:

- demonstrated support for the apostolic mission of the Academy and Parish by regular attendance at Mass and the Sacraments with their families,
- financially supporting the activities of the parish at large through regular contributions,
- active participation in parish life through support of liturgical, community and stewardship activities,
- becoming a member of the Home and School Association (H.S.A.) and supporting its various social and fundraising activities, and
- adhering to the guidelines and regulations outlined in the parent calendar/policy handbook.

**4. RESPONSIBILITIES FOR THOSE PAYING FULL RATE TUITION:** If a parent is not a member of a Church in the Archdiocese of Newark, enrollment of his or her children at St. Rose of Lima Academy also encompasses responsibilities that go beyond school attendance and payment of tuition on a timely basis. Parents who are paying Full Rate Tuition are therefore expected to contribute to the life of the Parish overall through:

- becoming a member of the Home and School Association (H.S.A.) and supporting its various social and fundraising activities, and
- adhering to the guidelines and regulations outlined in the parent calendar/policy handbook.

Those families who are paying Full Rate Tuition are strongly encouraged to support the activities of their home parishes or other places of worship.

**This agreement will become effective as of the date signed below. By signing this agreement, I agree to be bound by its terms. This agreement must be signed by each parent or legal guardian.**

**Agreed to by Parent and/or Guardian:**

**Agreed to by Parent and/or Guardian:**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

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



*St. Rose of Lima Academy*  
52 Short Hills Avenue  
Short Hills, NJ 07078

**PAYMENT FORM**

FAMILY NAME : \_\_\_\_\_

Tuition for 2019-2020 : All families will set up a SMART Tuition account. All fees, tuition payments and other optional purchases will be made through your SMART portal. Added in your first SMART payment will be the SMART usage fee (\$40) which includes the use of one (1) SMART account per family for the academic year. Also to be collected via SMART will be the HSA Raven Fund (Mandatory Fundraiser) and the HSA Family Dues. HSA Yearly Dues will be family based.

**Agreed to by Parent and/or Guardian:**

**Agreed to by Parent and/or Guardian:**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

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

**Tuition Rate: Upon acceptance you will be informed of the tuition rate that your family will pay for the 2019-2020 academic year. Tuition rate will be reviewed annually to insure sustained compliance with conditions cited in this Tuition Agreement. Failure to comply with these conditions may result in a change in tuition rate.**

**Parent/Guardian Initials Required:**

**PHOTO RELEASE FORM**  
**St. Rose of Lima Academy**  
**2019-2020**

I understand that photographs of my child(ren), are sometimes taken to be used for publicity purposes.

It is implied from this form that permission is given for Saint Rose of Lima Academy to use my child(ren)'s photo for publicity purposes as stated above. I understand that no compensation will be given.

Please check the following box if I **DO NOT** give my permission:

Parent /Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Saint Rose of Lima Academy**  
**Acceptable Use Agreement for the**  
**Use of Computers and Telecommunications**  
**Parental Consent Form**

The use of computer services at St. Rose of Lima Academy is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include but not limited to: use of personal and school computers and peripherals, the Internet, and/or e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

St. Rose of Lima Academy holds specific expectations for students at each grade level regarding their use of computers before, during and after school in either the computer lab, library or classroom. The following Rules of Conduct apply to information services. Students:

- May use only their password.
- May not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authority.
- May not unlawfully copy software or information.
- May not use illegal software.
- Must cite properly all information that is acquired from electronic sources and used in their assignments.
- Are held responsible for all activity conducted on his/her account or under his/her password.
- May not run non-instructional computer games on any school owned computer, server or network system.
- May not use non-school software, disk drives, computers or other equipment unless cleared to do so by the school technology coordinator/administrator.
- Must comply with any other additional guidelines as stipulated by the school.

Failure to comply with these standards or acceptable use of St. Rose of Lima Academy's technology will result, in the very least, in suspension or withdrawal of network privileges.

I, \_\_\_\_\_, have read and understand the ACCEPTABLE USE POLICY  
(Student's name)

for St. Rose of Lima Academy and agree to abide by its terms.

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

As the parent or guardian of \_\_\_\_\_, I have read the ACCEPTABLE USE POLICY for computer network at St. Rose of Lima Academy and understand that this access is designed for educational purposes. I recognize that it is impossible for St. Rose of Lima Academy to restrict access to controversial materials, and I will not hold the school or its agents responsible for any such materials acquired on the network. I hereby request that St. Rose of Lima Academy issue an account for my child.

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

Please sign and return this form within thirty days. Failure to do so will result in your child not having the right to use the computer network services.



**St. Rose of Lima Academy**  
 52 Short Hills Avenue Short Hills, NJ 07078 973-379-3973  
 Student Information Form  
**CATHOLIC SCHOOLS - ARCHDIOCESE OF NEWARK**



Student Name	Sex	Race	Place of Birth	City & State	Date of Birth
Date of Entry	From: Name of School		Address of School		Into Grade
Baptism	Church City	Date	Penance	Church City	Date
First Communion	Church City	Date	Confirmation	Church City	Date
NAME		OCCUPATION		RELIGION	
Father					
Mother (Maiden)					
Guardian					
SS#	<input type="checkbox"/> Father Deceased	<input type="checkbox"/> Mother Deceased			
RESIDENCE		HOME PHONE NUMBER			

Please Check all that applies:

Black		Hispanic		Asian/Pacific Islands		White		Multiracial		Registration Date
Catholic	Non-Catholic	Catholic	Non-Catholic	Catholic	Non-Catholic	Catholic	Non-Catholic	Catholic	Non-Catholic	
Catholic In Parish		Catholic Outside of Parish								Registration #

Note: This information is used only for submitting our annual census

**(B6T) APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION**  
Please submit a separate application for each child to the private school

SCHOOL YEAR \_\_\_\_\_ RESIDENT DISTRICT BOARD OF EDUCATION \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
LAST FIRST MIDDLE MONTH DAY YEAR

PARENT OR GUARDIAN \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_  
AREA CODE + NUMBER

HOME ADDRESS \_\_\_\_\_ CITY or TWP \_\_\_\_\_ ZIP \_\_\_\_\_

NEAREST INTERSECTION TO STUDENT'S RESIDENCE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

FULL NAME OF SCHOOL TO BE ATTENDED \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS OF SCHOOL \_\_\_\_\_

STUDENT'S GRADE FOR THE COMING YEAR \_\_\_\_\_ DISTANCE BETWEEN HOME AND SCHOOL \_\_\_\_\_ (MEASURED VIA SHORTEST ROADWAY OR WALKWAY IN MILES AND TENTHS)  
MILES TENTHS

DATE SCHOOL OPENS \_\_\_\_\_ CLOSES \_\_\_\_\_ SCHOOL HOURS FROM \_\_\_\_\_ AM TO \_\_\_\_\_ PM

NAME AND ADDRESS OF LAST SCHOOL OF ATTENDANCE \_\_\_\_\_

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE \* FOR PUBLIC SCHOOL USE ONLY**

YOUR APPLICATION HAS BEEN REVIEWED BY THE RESIDENT DISTRICT BOARD OF EDUCATION. THE FOLLOWING DETERMINATION HAS BEEN MADE:  
 \_\_\_\_\_ TRANSPORTATION WILL BE PROVIDED \_\_\_\_\_ YOU ARE ELIGIBLE FOR PAYMENT IN LIEU OF TRANSPORTATION  
 \_\_\_\_\_ INELIGIBLE \_\_\_\_\_ (REASON)  
 DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION (B6T) N.J.A.C. 6A:27-2.5**

- IT IS THE OBLIGATION OF THE PARENT OR GUARDIAN OF PRIVATE SCHOOL STUDENTS TO:
    - ANNUALLY OBTAIN THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION FROM THE ADMINISTRATIVE OFFICE OF THE PRIVATE SCHOOL FOR EACH STUDENT FOR WHICH TRANSPORTATION SERVICES ARE BEING REQUESTED. SUBMIT A SEPARATE APPLICATION FOR EACH STUDENT.

**NOTE:**

    - IF THERE IS A CHANGE OF HOME ADDRESS, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
    - IF THERE IS A CHANGE IN THE NONPUBLIC SCHOOL OF ATTENDANCE, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
    - COMPLETE THIS APPLICATION AND RETURN IT TO THE PRIVATE SCHOOL ON OR BEFORE MARCH 10<sup>TH</sup> PRECEDING THE SCHOOL YEAR IN WHICH TRANSPORTATION IS BEING REQUESTED.

LATE APPLICATIONS – ANY APPLICATION RECEIVED AFTER MARCH 10<sup>TH</sup> WILL BE A LATE APPLICATION AND MUST BE ACCOMPANIED BY A STATEMENT OF THE REASON FOR LATENESS. ELIGIBLE STUDENTS WILL RECEIVE TRANSPORTATION OR AID IN LIEU OF TRANSPORTATION BASED ON THE DATE THE APPLICATION IS RECEIVED BY THE PUBLIC SCHOOL.
  - IT IS THE OBLIGATION OF THE NONPUBLIC SCHOOL ADMINISTRATOR TO ANNUALLY COLLECT THE APPLICATION AND SUBMIT IT TO THE PUBLIC SCHOOL FROM WHICH TRANSPORTATION IS BEING REQUESTED PRIOR TO MARCH 15<sup>TH</sup>.
  - IT IS THE OBLIGATION OF THE PUBLIC SCHOOL ADMINISTRATOR TO NOTIFY THE PARENT OR GUARDIAN AS TO THE DETERMINATION OF EACH APPLICATION BY AUGUST 1<sup>ST</sup>.
- A DISTRICT BOARD OF EDUCATION SHALL PAY AID IN LIEU OF TRANSPORTATION TO THE PARENT OR GUARDIAN OF AN ELIGIBLE STUDENT ONLY AFTER RECEIVING A SIGNED "REQUEST FOR PAYMENT OF TRANSPORTATION AID" VOUCHER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION.