



Smithtown Central School District

26 New York Avenue, Smithtown, New York 11787

Andrew Tobin
Assistant Superintendent for Finance and Operations
(631) 382-2115

Russell Stewart
Interim Superintendent of Schools

February 7, 2020

To the Principal of
Sts. Philip & James
359 Clinton Avenue
St. James, NY 11780

RE: REQUEST FOR TRANSPORTATION FOR THE ENSUING SCHOOL YEAR

Dear Principal:

Each year, we attempt to remind our residents that **April 1st** is the deadline for filing transportation requests to private and parochial schools for the ensuing school year. We also indicate that should the parent or guardian wish to make a change from one school to another, they must still meet this April 1st deadline. The Smithtown Central School District has consistently maintained and enforced this deadline and plans to continue to do so in the future.

This is to ask your assistance, then, in advising applicants to your school to be sure to apply for transportation prior to April 1st, whether or not there is currently a vacancy within your program.

Thank you for your assistance in this matter, which will certainly be of a benefit to our community members and your prospective clients.

Very truly yours,

ANDREW TOBIN
Assistant Superintendent
for Finance & Operations

AT/mr
pc: Russell Stewart
Board of Education
Mary Augugliaro