



CITY SCHOOL DISTRICT of ALBANY

Transportation Department

75 Watervliet Avenue • Albany, New York 12206

(518) 475-6170 • Fax: (518) 475-6172

BOARD of EDUCATION

Sue Adler, President • Anne Savage, Vice President • Vickie Smith, Secretary  
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Denise Towne, Transportation Director

Proof of Enrollment

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

To Whom It May Concern:

The following student, \_\_\_\_\_, is currently enrolled at \_\_\_\_\_.

This student lives at \_\_\_\_\_, Albany, N.Y., which is \_\_\_\_\_ miles

from school. This student is not eligible to receive a free CDTA bus pass through the City School District of Albany. However, through the district’s partnership with CDTA this student is entitled to a 10% discount on the purchase of a bus pass. It is understood that this pass can be purchased for up to three months at a time, and a new proof of enrollment form must be obtained each time a new pass is purchased.

(Print name) \_\_\_\_\_ (Sign name) \_\_\_\_\_  
Parent or Guardian

*Please note that a signature from one of the district Transportation Department staff members listed below is required. Transportation is located in the Harriet Gibbons Student Services Center, 75 Watervliet Ave. Please call (518) 475-6170 if you have questions about this form or to find out if your student is eligible for the CDTA discount.*

\_\_\_\_\_  
Denise Towne, Transportation Director

\_\_\_\_\_  
Corey Brown, Administrative Assistant

\_\_\_\_\_  
Tyler Duncan, Clerk

VISION STATEMENT

*The City School District of Albany will be a district of excellence with caring relationships and engaging learning experiences that provide equitable opportunities for all students to reach their potential.*

MISSION STATEMENT

*We will work in partnership with our diverse community to engage every learner in a robust educational program designed to provide the knowledge and skills necessary for success.*