



Request for Transportation Form

Akron Public Schools * Central Registration/Transportation
Attn: Ramona Carroll

70 N. Broadway Street * Room 16 * Akron, OH 44308
Phone: (330) 761-2738 Fax: (330) 761-3224

Paperwork may also be scanned to: rcarroll@apslearns.org

OFFICE USE ONLY

Date
Stamp
only

<input type="checkbox"/> Eligible	<input type="checkbox"/> Not Eligible: _____
<input type="checkbox"/> Mileage	<input type="checkbox"/> Under 2 miles
<input type="checkbox"/> APS Bus	<input type="checkbox"/> Petermann <input type="checkbox"/> PCON
<input type="checkbox"/> Letter Sent	<input type="checkbox"/> Student ID

The parent/guardian is responsible for completing this form and turning it in to Akron Public Schools Central Registration/Transportation located at the address listed above.

Schools are not required to turn this application in for transportation arrangements.

ALL REQUESTS FOR TRANSPORTATION MUST HAVE THIS COMPLETED FORM ALONG WITH CURRENT PROOF OF RESIDENCY (POR) NO MORE THAN 60 DAYS OLD; PHONE CALL REQUESTS ARE NOT ACCEPTED.

*This form **MUST** be turned in to Central Registration/Transportation **no later than 4 weeks prior** to the start of the first day of school of your choice of attendance. Changes throughout the school year may take 10-15 days to process.*

This form MUST be completed any time there is a change of address and/or school of attendance. The following information is helpful in determining your student's transportation service: birth certificate of student and proof of residence (POR). *You are also required to provide custody documentation for any type of custody – temporary or permanent. Please list both parent/Guardian names and sign the application together if you reside together.*

A valid **POR (proof of residency)** may be attached to this form. A valid **POR** is a **current** utility bill, bank statement, medical bill, credit card bill, computerized rent receipt, paystub, lease with parent/guardian name, address, beginning and end date of lease, and signatures of both landlord and tenant/s. Date of issue must be legible on all documents provided. Hand-written receipts are not valid forms of residency.

School Bus stops may be up to a 1/2 mile from residential address. All bus stops are located at corners. Students are to be at bus stops 5 minutes **prior** to bus stop time. **Buses do not wait for students.** Kindergarten and 1st grade students require a parent/guardian or older sibling to be at the bus stop for AM and PM pick-up/drop-off times. If transportation is not used for 10 consecutive school days, it may be considered invalid. Parent will then be responsible to notify Akron Public Schools Transportation Services or contracted vendor to reinstate transport services at already previously approved stop.

Transportation is only provided to students in grades KG – 8th per APS district policy. APS does not transport pre-school or High School students in grades 9-12. Transportation is provided for students over 2.0 from school of enrollment.

All students who are eligible for transportation will be placed on an APS school bus, contracted school bus, provided a metro bus pass or considered for payment-in-lieu. When provided a metro bus pass, it is the parent/guardian's responsibility to determine a valid bus line for service. *If there is a bus stop available, there will not be Payment-In-Lieu made available.* You must meet eligibility requirements for Payment-in-Lieu status. **Payment-in-Lieu status begins at time of date stamp and approval, not retroactively.**

You must meet eligibility requirements in order for transportation to be provided to your student(s). Eligibility requirements include, but are not limited to, completed RFT, accurate and current POR, mileage qualifications, time restraint qualifications, and/or custody. If you are denied, you will receive a one-time written notification regarding said denial. The denial (unless mileage/time restraint) may be amended with proper documentation being received by the Central Registration/Transportation office.

Please complete the back of this RFT (Request for Transportation Form) so that transportation may be provided. Failure to complete this application in its entirety and/or turn in required documentation can substantially delay transportation.



Akron Public Schools Request For Transportation 2016-2017

****This form may not be turned in to Central Registration/Transportation prior to April 1, 2016.****

Please fill in and mark all that apply:

First day of enrollment at school of attendance: _____

Date of Request: _____
For School Year: _____

New Student/School Year Application
 Change of Address Application

Requesting Bus Transportation
 Change of School Application

YOU MAY LIST UP TO 5 CHILDREN ON THIS FORM, AS LONG AS THEY RESIDE IN THE SAME HOUSEHOLD WITH PARENT/GUARDIAN, AND ATTEND THE SAME SCHOOL. ONLY ONE SCHOOL MAY BE LISTED PER APPLICATION. PLEASE MARK THE APPROPRIATE SCHOOL OF ATTENDANCE BELOW:

- | | | |
|--|---|--|
| <input type="checkbox"/> (12060) Akros Middle School | <input type="checkbox"/> (113050) Arlington Christian Academy | <input type="checkbox"/> (60657) Chapel Hill Christian – North |
| <input type="checkbox"/> (71571) Chapel Hill Christian – South | <input type="checkbox"/> (134221) Colonial Prep | <input type="checkbox"/> (134460) Cornerstone Community School |
| <input type="checkbox"/> (67611) CVCA Christian | <input type="checkbox"/> (133538) Edge Academy | <input type="checkbox"/> (120865) Emmanuel Christian Academy |
| <input type="checkbox"/> (143248) Faith Islamic | <input type="checkbox"/> (11381) GSELC/SCOPE | <input type="checkbox"/> (57513) Holy Family |
| <input type="checkbox"/> (14121) Imagine Leadership | <input type="checkbox"/> (11947) Imagine Kindergarten | <input type="checkbox"/> (57232) Immaculate Heart of Mary |
| <input type="checkbox"/> (64915) Lake Center Christian | <input type="checkbox"/> (14066) Main Street Prep | <input type="checkbox"/> (54171) Mayfair Christian Academy |
| <input type="checkbox"/> (134213) Middlebury Academy | <input type="checkbox"/> (10210) Northside Christian Academy | <input type="checkbox"/> (60848) Old Trail |
| <input type="checkbox"/> (56937) Our Lady of the Elms | <input type="checkbox"/> (60368) Redeemer Christian Academy | <input type="checkbox"/> (10582) S.U.P.E.R. Learning Center |
| <input type="checkbox"/> (57729) Sacred Heart | <input type="checkbox"/> (126599) Seton Catholic | <input type="checkbox"/> (96693) Spring Garden Waldorf |
| <input type="checkbox"/> (56994) St Anthony of Padua | <input type="checkbox"/> (57182) St. Augustine | <input type="checkbox"/> (57018) St. Francis de Sales |
| <input type="checkbox"/> (57034) St. Hilary | <input type="checkbox"/> (57240) St. Joseph – Cuyahoga Falls | <input type="checkbox"/> (60062) St. Joseph – Mogadore |
| <input type="checkbox"/> (57067) St. Mary | <input type="checkbox"/> (57075) St. Matthew | <input type="checkbox"/> (57083) St. Paul |
| <input type="checkbox"/> (60962) St. Sebastian | <input type="checkbox"/> (5709) St. Vincent | <input type="checkbox"/> (12627) STEAM Academy |
| <input type="checkbox"/> (133587) Summit Academy – Elem. | <input type="checkbox"/> (132779) Summit Academy – Middle | <input type="checkbox"/> (96966) Summit Christian School |
| <input type="checkbox"/> (65722) The Lippman School | <input type="checkbox"/> (14063) University Academy | <input type="checkbox"/> Other: _____ |

Please print all information listed below:

Student Name: _____	Grade: _____	Birthdate: _____
Student Name: _____	Grade: _____	Birthdate: _____
Student Name: _____	Grade: _____	Birthdate: _____
Student Name: _____	Grade: _____	Birthdate: _____
Student Name: _____	Grade: _____	Birthdate: _____
Student Name: _____	Grade: _____	Birthdate: _____

School use only!
Student SSID #
ID _____
ID _____
ID _____
ID _____
ID _____
ID _____

The above-named student(s) reside/s at the following address **with** parent/guardian(s):

Parent/Guardian Name(s): _____

Relationship: _____ Legal Guardianship: Yes No Temp Permanent

Address: _____ Apt: _____

City: _____ OH Zip Code: _____ Phone Number: _____

Additional phone number(s): _____

By completing this form and turning it in to Central Registration/Transportation you agree to all the stipulations listed herein.

Parent/Guardian Signature: _____ Date: _____

RFT – revised 3/16

****NOTE: Schools are required to provide a student roster of all enrolled and withdrawn students for verification purposes on a monthly basis. Failure to do so could cause a delay in transportation.**



Request for Transportation Form Guidelines

Parent Information 2016-2017

In order to meet Ohio Revised Code guidelines, we have made changes to our Request for Transportation Form (RFT). Continuing with the 2016/2017 school year, we are revising the RFT (Request for Transportation) Form to further assist our parents and stay within compliance with APS District policy. **The current RFT may only be turned in from April 1, 2016 to May 30, 2017.**

We are also enforcing previous procedures already in place. Please note the following procedural changes/clarifications:

It is the **PARENT/GUARDIAN** responsibility to complete the RFT form with necessary Proof of Residency (POR) and return it to Central Registration/Transportation. Schools are not responsible for collecting or turning in the form to us. **Only the current updated form will be accepted. All other previous forms are considered invalid and will not be processed.**

POR is your Proof of Residency. This must be no more than 60 days old from date of application – unless for beginning of school purposes. POR is considered a valid/current utility bill, a current/active lease with signed and dated signature page (within the 60 day guidelines), a bank statement, paystub, medical bill, credit card bill, social security or Job and Family Services letter, and/or other legal paperwork. If you have questions on validity, please call (330) 761-2738 to confirm acceptance. All POR must be within the 60 day time limit, with current/valid address and process date clearly listed. Illegible paperwork will not be accepted. *Any Request for Transportation form turned in with a POR that is more than 60 days old will be considered invalid. This request will be denied and will not be processed.*

Only students in grades Kindergarten to 8th are eligible for transportation per state law and APS district policy. APS does not transport pre-school or High School students in grades 9 – 12. Transportation is provided for students over 2.0 miles from school of enrollment. Notification of approval or denial will be forthcoming.

All students must have their birthdate listed. A student may have received transportation in previous years, but they may never have been entered into our electronic database as is required for transportation purposes. While not required, it is suggested that a parent include a copy of their child's birth certificate to ease

All students who are eligible for transportation will be placed on an APS school bus, contracted school bus, payment-in-lieu, or provided a metro bus pass. When provided a metro bus pass, it is the parent/guardian's responsibility to determine a valid bus line for service. If there is a bus stop available, there will not be Payment-In-Lieu available. You must meet eligibility requirements for Payment-in-Lieu status. **Payment-in-Lieu status begins at time of date stamp and approval, not retroactively.**

All RFT forms must be completed legibly, in its entirety, and have parent/guardian signature at the bottom of the form in order to be considered eligible for transportation. Failure to do so could delay or invalidate your request.

Completed forms must be turned in no later than **4 weeks prior** to start of your school of choice. Late return of a completed form can impede transportation routing up to 15 days or more. Please note, it can take a minimum of 48-72 hours (2-3 days) to process and route a request if it has been approved and not met with any delays. Holidays will increase this time frame.

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A **new** RFT with current POR is required **any time there is a change** – such as, but not limited to, address, school, parent/guardian, etc. *Custody documentation will be required for any change in custody and/or if someone other than the mother has guardianship; temporary or permanent.*

Late documentation and/or delivery date will delay transportation services. Transportation routing will not begin until all proper documentation is collected. This could mean an additional delay of transportation services of 10-15 days or more.

Parent/Guardian must notify the APS Central Registration/Transportation department **in writing** when they are cancelling transportation due to personal reasons, moving, and/or changing of schools. Written notification can be mailed to the address provided. Please be sure to print student name, address, and school of attendance on all documentation sent in.

Buses will not wait for students. Students are required to be at the bus stop assigned to them 5 minutes prior to the pick-up time. KG and 1st grade Students must have a parent/guardian and/or older sibling available at the bus stop for pick-up/drop-off purposes.

Any student not on the bus for 10 consecutive days is considered invalid for transportation and transportation privileges may be revoked. If revoked, Parent/Guardian will then be required to complete a **NEW** RFT to begin transportation services.

The completed RFT with required documentation must be sent to the Central Registration/Transportation Department. This may be achieved by mailing, faxing, and/or scanning and attaching to an email. Phone calls **will not** be accepted for changes to RFT forms. All changes must be on a **new** form **with** required documentation.

All documentation must include student name and school of attendance, especially when faxing or mailing in required paperwork. Failure to do so may result in your RFT (Request for Transportation) not being processed and/or updated.

Denial letters will be mailed to the address provided upon the RFT (Request for Transportation). You may appeal a denial, except for Under 2 miles and/or time constraints, by providing a written request along with any other required documentation needed to process your request.

To Mail

Akron Public Schools
ATTN: Central Registration/Transportation
70 N. Broadway
Room 16
Akron, OH 44308

To Fax: *(print student name & school on cover sheet)*

(330) 761-3224
ATTN: Central Registration/Transportation

To Email:

rcarroll@apslearns.org

All Proof of Residency must have a process date no sooner than 60 days prior to date of application and/or beginning of school. If you are using a lease as Proof of Residency, it also must follow these guidelines.

The 2016-2017 RFT form is accepted from April 1, 2016 – May 30, 2017. This form will not be accepted prior to or after these dates.

We appreciate your help in this matter. We look forward to serving you in the coming school year.

Sincerely,

Ramona Carroll
Central Registration/Transportation
Akron Public Schools