

“WHITE FORM”
Chicago Public Schools – Bureau of Student Transportation Services
Application for School Bus Service
School Year 2011 – 2012
Designated Programs

Notice: Students participating in specified programs at identified Chicago Public School sites are eligible for school bus service in accordance with published policies. The parent and/or legal guardian of each student attending the Chicago Public Schools and requesting school bus service to a school with bus service for the next school year must complete this application by **June 3, 2011**. Parents may request bus service at any time during the school year **but only those programs authorized to receive bus service by the Board of Education shall be approved.** This form is not applicable for summer school bus service.

Responsibility: Parents are encouraged to provide adult supervision during a child’s walk to and from the assigned pickup/drop off location. Neighborhood schools are normally assigned as pickup/drop off locations for most students. Students with special needs who are eligible for bus service will receive home pick up if required by their Individualized Education Program (IEP). Generally, school bus service is provided to selected programs and when the student lives between 1.5 and 6 miles from their attending school. Parents must acknowledge that they have reviewed the eligibility standards for bus service and that their child/children will use the bus service on a regular basis. Lack of regular use can cause the assigned stop location to be removed from the route for the remainder of the school year.

Schools and programs approved for school bus service in addition to the current student eligibility policies are available at all Chicago Public School locations and on the CPS web site:

“http://www.cps.edu/About_CPS/Departments/Pages/Transportation.aspx”

Information below must be completed and returned to the school by June 3, 2011.

(Please Print or Type)

School of Attendance (Name):		Unit #:		<input type="checkbox"/> Track E Calendar <input type="checkbox"/> Regular School Calendar
Student Name		Student ID		Grade
Legal Home Address (Current):		Telephone Number:		
Legal Home Address (09/01/11):		Telephone Number:		
Name of Parent or Legal Guardian:		Email Address:		
Request for Bus Service: As a parent and/or legal guardian of the above noted child/children, I request school bus service for the 2011 – 2012 school year and understand the eligibility policies for bus service:				
Parent/Guardian Signature (MANDATORY):			Date of Request:	

(Date)

Check selection that applies: ☐ New Enrollee ☐ New Address for September ☐ No Change for September

School Action:

- If the student is presently enrolled at the school, receiving bus service, and there is no change in the bus service, **no action is required.** **Do not change or enter a new transportation request in IMPACT/SIM.** **Note:** half-day students with transportation will NOT roll over into the new school year; therefore, a transportation request must be re-entered in SIM annually.
- If the student is newly enrolling, enter the student transportation request in IMPACT/SIM. For students who will have a new home address for the 2011-2012 school year, the school should not enter a new transportation request in the current calendar in IMPACT/SIM until after July 5, 2011.
- Keep this form at the school and **forward a copy of the form with a copy the required documents submitted by the parent/guardian as proof of residency to: Bureau of Student Transportation Services, 125 S. Clark Street, 16th Floor, GSR #125.**

Check All Forms Submitted:

- | | |
|---|--|
| <input type="checkbox"/> School Bus Stop Change | <input type="checkbox"/> Day/Child Care Bus Stop Location Change Request |
| <input type="checkbox"/> Sibling Transportation Request Form | <input type="checkbox"/> Chicago Park District – Park Kids Program Request |
| <input type="checkbox"/> Application for Determination of Serious Safety Hazard | |

-- FAXED FORMS WILL NOT BE ACCEPTED OR PROCESSED --