

**Draft Notification Letter to Parents
“Application for School Bus Service”**

Dear Parent:

RE: Student Transportation Procedures – School Year 2012-2013

School bus service is provided to eligible students enrolled in specified programs and schools that meet the transportation eligibility standards approved by the Board of Education of the City of Chicago. This letter is provided as a reminder that all applications for bus service must be returned to the school office by **June 1, 2012**. After review and approval, the school will forward the forms to the Bureau of Student Transportation Services (BSTS) for final review and approval in conjunction with routes that will be developed during the summer for the beginning of the new school year.

Mandated Form:

“Application for School Bus Service – White Form”: Parents of students currently enrolled and receiving bus service as well as students enrolling for next school year and desiring bus service are required to complete the form annually. The form must be submitted if bus service is desired for the start of the next school year. **NOTE: If any of the following forms are submitted you must also attach the “Application for School Bus Service” form and a copy of one of the required documents you submitted as proof of residency (utility bills, driver’s license, etc.).**

Optional Forms

Parents may also complete and submit the following transportation request forms, if applicable, to the schools along with the “Application for School Bus Service”. Forms received by schools after the **June 1, 2012** deadline may still be forwarded to the BSTS; however, the BSTS does not guarantee the requests will be processed and approved changes made by the first day of the school year.

- **“Sibling Transportation Request – Yellow Form”**: Parents/guardians may use this form to request transportation for their children who are not eligible for bus service but who attend the same school as a sibling who is eligible for bus service. Siblings must also have the same parents/guardians and live at the same address to qualify. This form must be submitted each school year.
- **“Day/Child Care Bus Stop Change Request – Blue Form”**: Parents/guardians of students with disabilities may use this form to request a bus stop location for reasons of day/child care needs in accordance with established procedures.
- **“School Bus Stop Change Request – Gray Form”**: Students are generally assigned to their neighborhood elementary school as their bus stop. Parents may request a change in the assigned **bus stop location to another CPS school site location**. Parents/guardians of regular education students are to use this form to request a stop change to a CPS school site that is close to a day/child care provider.
- **“Chicago Park District – Park Kids Program Request – Green Form”**: Parents/guardians may request limited bus service to an approved Chicago Park District-Park Kids Program in accordance with established procedures. Please be aware that transportation service to Chicago Park District – Park Kids Programs is not funded by the Chicago Public Schools; therefore, it is not part of the transportation program. However, an accommodation for limited transportation may be approved as defined in the policies identified on the form. Parents are responsible to make other arrangements for their children to get to the Park Kids Programs until they are notified their request has been approved. Routes are in flux at the beginning of the school year with students being added or changed, and once the routes become more stabilized, we can determine what parks can be approved. **TRANSPORTATION FOR STUDENTS APPROVED TO A PARK KIDS PROGRAM WILL START 30 DAYS AFTER THEIR SCHOOL STARTS IN THE FALL.**

Please contact the school office to see if any of the following forms are applicable for your child:

- *Application for Determination of a Serious Safety Hazard*
- *No Child Left Behind (NCLB) Application for Transportation Service*

The deadline for submitting most forms is September 30 for Track E schools and October 31 for Regular Track schools unless the student is newly enrolled or has recently moved at which time the form must be submitted within 30 days of such event.

Do not send or fax any forms directly to the BSTS. Completed forms must be returned to the school office. Please contact the school office for additional information concerning bus service. All student transportation eligibility standards, forms, policies and procedures are available at the school office or on the CPS web site:

http://www.cps.edu/Programs/Wellness_and_transportation/Pages/Transportation.aspx

Thank you.

“GREEN FORM”

Chicago Public Schools – Bureau of Student Transportation Services
Chicago Park District – Park Kids Program Request
 School Year 2012 – 2013

Parents are responsible for transporting their child to a Park Program until a determination has been made regarding this application for bus service. **TRANSPORTATION FOR STUDENTS APPROVED TO A PARK KIDS PROGRAM WILL START 30 DAYS AFTER THEIR SCHOOL STARTS IN THE FALL.**

PLEASE NOTE: Transportation to Chicago Park District – Park Kids Programs is not funded by the Chicago Public Schools and therefore, not part of the transportation program. However, an accommodation for limited transportation may be approved as defined in the following policies. This form must be completed by the parent/guardian each school year. **There is no after school only transportation to park districts, Chicago Park Kids program sites, or daycare facilities during the summer.**

Parents/guardians may use this form to request limited bus service for their child/children to an approved Chicago Park District – Park Kids Program site. Return the completed form **by June 1, 2012**, to the school office as part of the “Application for Bus Service”. Approved Chicago Park District – Park Kids Program Sites available for selection by students attending each school will be available at: <http://www.cps.k12.il.us/Parent/transportation.html>.

Policies for Limited Bus Service to Park Kids Program Sites

- The Chicago Park District identifies parks with approved Park Kids Programs. The Bureau of Student Transportation, in cooperation with the principal of each school, identifies the approved park sites eligible for selection by students at each school based on proximity to the bus routes serving the school. **Parents are advised to make sure the Park Program they chose is on the approved park sites list BEFORE paying the program fee.** Please see the principal or the web site (above).
- Park Kids Program sites will be added as stops on the regular bus routes in the PM. Regularly scheduled bus routes will be adjusted slightly in the afternoon to serve the approved Park Kids Programs within the neighborhoods served, on a space-available basis.
- Students eligible for bus service must use the same bus route in the PM for service to a Park Kids site that they are assigned to ride in the AM.
- Parents of students eligible for bus service and assigned to a bus route may request for them to be dropped off in the afternoon at an approved Chicago Park District – Park Kids site under the following conditions.
 - Space is available on the bus and the stop change is permanent five days a week. Principals must be comfortable that different bus stops in the AM and PM can be used safely. Therefore, principals are not required to approve these requests.
 - An individual bus route will be modified to serve not more than two Park Kids program sites.
 - To receive bus service, Park Kids Programs must be located at least one mile from the school and be located near (within 10 city blocks) an existing bus route.
- Parents of students not eligible for bus service may request for them to be dropped off in the afternoon at an approved Chicago Park District – Park Kids site served by eligible students **on a space available basis**.
- A route must have available seats for students to be added for the Park Kids Program(s). No additional bus routes will be added to serve Park Kids Program(s) without the school providing the funding source.
- If a bus becomes overcrowded, priority will be first given to those eligible students normally assigned to the route, and then to ineligible students on a first-come, first-served basis.
- The **deadline** for submitting requests is **Track E schools September 30** and **Regular Track schools October 31** annually, unless the student is newly enrolled or has recently moved, in which case the form must be submitted within 30 days of the enrollment or address change.

(Please Print or Type – Any missing information may cause this application to be denied)

School of Attendance (Name):		Unit #:		<input type="checkbox"/> Track E Calendar <input type="checkbox"/> Regular School Calendar
Student Name	Student ID	Route No.	School Site Bus Stop Name	

Requested Chicago Park Name and ID:		Form submitted after deadline (Check one):
Requested Chicago Park Address:		<input type="checkbox"/> Moved/New Address <input type="checkbox"/> Newly Enrolled

Request for Bus Service to a Park Kids Program site: As a parent/legal guardian of the child/children listed above, I request bus service to a Park Kids Program site and certify that I have read and understand the above noted policies AND THAT SERVICE WILL START 30 DAYS AFTER SCHOOL STARTS FOR THE SCHOOL IDENTIFIED ABOVE:

Parent/Guardian Signature (MANDATORY):	Date of Request:
--	------------------

SCHOOL USE ONLY: Principal must sign below verifying that the request has been reviewed for completeness and accuracy. Send form to Bureau of Student Transportation Services, 16th Floor, GSR # 125.

Principal's Signature (MANDATORY):	Date:
------------------------------------	-------

--FOR CPS / BUREAU OF STUDENT TRANSPORTATION SERVICES USE ONLY --

<input type="checkbox"/> Approved	Route assigned:		Stop Location:		Name:	Date:
<input type="checkbox"/> Denied	Reason:				Name:	Date:
<input type="checkbox"/> Other	Reason:				Name:	Date:

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

“WHITE FORM”
 Chicago Public Schools – Bureau of Student Transportation Services
Application for School Bus Service
 School Year 2012 – 2013
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 1, 2012. 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 by the parent/guardian and returned to the school by June 1, 2012.
 (Please Print or Type)

School of Attendance (Name):	Unit No.:	<input type="checkbox"/> Track E Calendar	<input type="checkbox"/> Regular School Calendar
Student Name	Student ID	Grade	
Current Legal Home Address:			
Home Phone: ()	Cell Phone: ()	Other Phone: ()	
Home Address (After 09/01/12 if moving):			
Home Phone: ()	Cell Phone: ()	Other Phone: ()	
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 2012 – 2013 school year and have read and agree to the eligibility policies for bus service: Initial here:			
Parent/Guardian Signature (MANDATORY):			Date of Request:

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 must be verified each school year and if any changes are made in classroom or grade, the school must end the current transportation record in SIM and enter a new transportation request.
- If the student is newly enrolling, enter the student transportation request in IMPACT/SIM. For students who will have a new home address for school year 2012-2013, the school should not enter a new transportation request in the current calendar in IMPACT/SIM until after July 5, 2012.
- Keep this form at the school.

NOTE: When any of the following forms are completed, a copy of this form **MUST** also be attached and submitted **WITH proof of residency (as defined by CPS policy) 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"/> NCLB Application for Transportation Service |
| <input type="checkbox"/> Application for Determination of Serious Safety Hazard | <input type="checkbox"/> Community Based Head Start Program Bus Stop Change |

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

“BLUE FORM”
 Chicago Public Schools - Bureau of Student Transportation Services
Day/Child Care Bus Stop Change Request (Students with Disabilities Only)
 School Year 2012-2013

This form is available for a parent/guardian of a student with disabilities to request a different bus stop location based on the location of a day/child care facility. Return the completed form by June 1, 2012, to the school office as part of the “Application for Bus Service”. This form is not applicable for summer school bus service. The principal will review the form for completeness and accuracy and forward it to the Bureau of Student Transportation Services (BSTS) for review. After the review is completed, the school will be notified in writing of the decision and the school staff will notify parents of the outcome of the request. If approved, the stop location will become permanent and a new form will not be required to be completed unless there is a change in the home address, day/child care address, or if the student transfers to another school. If the home address changes, the school must change the address in the Demographics Section in IMPACT/SIM and submit a new Day/Child Care Bus Stop Change Request. The BSTS will update the transportation request in IMPACT/SIM based on approval or denial of the form.

Policy

1. Students with disabilities who are eligible for bus service and receiving home pick up as required by their IEP may request an alternative location for bus pick up/drop off to meet day/child care needs; however, approval of the request is not guaranteed.
2. **The pick up address in the morning must be the same as the drop off address in the afternoon.**
3. Bus routes will be altered to support those approved stop locations: if they meet the policy; if located near an existing bus route (within 10 blocks); and if the request does not unreasonably lengthen the route time. The Chicago Public Schools uses an internally designed computer run for all CPS students requesting transportation service. All distance measurements are made exclusively using the straight line method with eight blocks to the mile. The mileage measurement is a close approximate but is not map based.
4. **This stop location change must be five days a week, have the same address for pick up in the morning and drop off in the afternoon, and is permanent for the school year.**
5. A route must have available seats for students to be added for this purpose. No additional bus routes will be added to serve alternative sites. If a bus becomes overcrowded, priority will be first given to eligible students normally assigned to the route.
6. **Attach a copy of the Application for School Bus Service (White Form) and copy of proof of residency; failure to do so will cause a delay in the processing of this form.**

(Please Print or Type – Any missing information may cause this application to be denied)

School of Attendance (Name):		Unit #:		<input type="checkbox"/> Track E Calendar <input type="checkbox"/> Regular School Calendar
Student Name	Student ID	Grade	If Half-Day Student Check one:	
			<input type="checkbox"/> AM	<input type="checkbox"/> PM
			<input type="checkbox"/> AM	<input type="checkbox"/> PM
Day/Child Care Name/Address:		Day /Child Care Phone Number:	()	
As parent/legal guardian of the above noted child/children, I request a change in the bus stop location for day/child care and understand the policies for such change. If approved, I understand the stop will be the same for both pick up and drop off and it is my responsibility to make arrangements with the day/child care provider to bring my child to the bus for pick up and meet my child at the bus for drop off.				
Parent/Guardian Signature (MANDATORY):			Date of Request:	
SCHOOL USE ONLY: This request has been reviewed for accuracy and completeness. The student(s) identified above has/have an IEP that requires home pick up. Send form to Bureau of Student Transportation Services, 16 th Floor, GSR # 125.				
Principal's Signature (MANDATORY):			Date:	

--FOR CPS / BUREAU OF STUDENT TRANSPORTATION SERVICES USE ONLY--				
White Form: Y / N	Proof of Residence: Y / N	Trans Record in SIM: Y / N	Home address same in SIM: Y / N	<input type="checkbox"/> Entered in FP
<input type="checkbox"/> Approved	Route assigned:	Stop Location:	Name:	Date:
<input type="checkbox"/> Denied	Reason:		Name:	Date:
<input type="checkbox"/> Other	Reason:		Name:	Date:

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

"PURPLE FORM"
 Chicago Public Schools - Bureau of Student Transportation Services
Community-Based Head Start Program Bus Stop Change Request
(Half- Day Students with Disabilities Only)
 School Year 2012-2013

This form is available for a parent/guardian of a student with disabilities who attends both a community-based Head Start Program and a Chicago Public Schools' half-day Early Childhood Program. Return the completed form by **June 1, 2012**, to the school office as part of the "Application for Bus Service". Forms received by schools after the **June 1, 2012** deadline may still be forwarded to the BSTS; however, the BSTS does not guarantee the requests will be processed and approved changes made by the first day of the school year. The principal will review the form for completeness and accuracy and forward it to the Bureau of Student Transportation Services (BSTS) for processing. The stop location will become permanent for the school year. A new form will be required to be completed each school year and when there is a change in the home address, community-based Head Start Program address, or if the student transfers to another school. If the home address changes, the school must change the address in the Demographics Section in IMPACT/SIM and submit a new Community-Based Head Start Program Bus Stop Change Request. The BSTS will update the transportation request in IMPACT/SIM.

Policy

1. Students with disabilities who are (a) age cycle three or four; (b) attend both a community-based Head Start Program and a Chicago Public Schools' Early Childhood Program; AND (c) receive transportation as a related service per their IEP may request an alternative location for bus pick up or drop off to attend the community-based Head Start Program.
2. The school must have an active transportation record in SIM for the home address and the BSTS will coordinate approved bus stop changes with the applicable bus company.
3. **The pick-up and drop-off locations must be five days a week and are permanent for the school year.**
4. Attach a copy of the Application for School Bus Service (White Form) and copy of proof of residency; failure to do so will cause a delay in the processing of this form.

(Please Print or Type – Any missing information may cause delay in processing this application)

School of Attendance (Name):		Unit #:		<input type="checkbox"/> Track E Calendar <input type="checkbox"/> Regular School Calendar
Student Name	Student ID	Age	Check one: <input type="checkbox"/> AM Student <input type="checkbox"/> PM Student	
PICK UP INFORMATION				
Type (check one):	<input type="checkbox"/> Home	<input type="checkbox"/> Community-Based Head Start Facility		
		Name of Facility:		
Address:				
DROP OFF INFORMATION				
Type (check one):	<input type="checkbox"/> Home	<input type="checkbox"/> Community-Based Head Start Facility		
		Name of Facility:		
Address:				
As parent/legal guardian of the above noted child, I request a change in the bus stop location to enable my child to attend his/her community-based Head Start Program and understand the policies for such change. I understand it is my responsibility to make arrangements with the community-based Head Start provider to bring my child to the bus for pick up or meet my child at the bus for drop off.				
Parent/Guardian Signature (MANDATORY):			Date of Request:	
SCHOOL USE ONLY: This request has been reviewed for accuracy and completeness. The student identified above has an IEP that requires transportation as a related service and a transportation request has been entered in SIM for the home address. Send form to Bureau of Student Transportation Services, 16 th Floor, GSR # 125.				
Principal's Signature (MANDATORY):			Date:	

--FOR CPS / BUREAU OF STUDENT TRANSPORTATION SERVICES USE ONLY--

White Form: Y / N	Proof of Residence: Y / N	Trans Record in SIM: Y / N	Home address same in SIM: Y / N	<input type="checkbox"/> Entered in FP
<input type="checkbox"/> Approved	Route assigned:	Stop Location:	Name:	Date:
<input type="checkbox"/> Denied	Reason:		Name:	Date:
<input type="checkbox"/> Other	Reason:		Name:	Date:

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

"GRAY FORM"

Chicago Public Schools – Bureau of Student Transportation Services
School Bus Stop Change Request
 School Year 2012 - 2013

All non-special education students are assigned for pick up and drop off at the CPS school site nearest their home address. Parents/guardians who want to change the pick up/drop off to a different CPS school site may complete this form to request the change in accordance with the policies identified below. Return the completed form by June 1, 2012, to the school office as part of the "Application for Bus Service". This form is not applicable for summer school bus service. The principal will review the form for completeness and accuracy and forward it to the Bureau of Student Transportation Services for review. After the review is completed, the school will be notified in writing of the decision and the school staff will notify parents of the outcome of the request.

Do not request a change in bus stop location for Park Kids Programs on this form. Use the "Chicago Park District – Park Kids Request".

Policy

1. Non-special education students eligible for bus service will be allowed to identify an alternative CPS school site location or existing bus stop if the school site is not overcrowded. Non-special education students eligible for bus service who request a bus stop change for day/child care needs, must select the closest school site to the day/child care facility. New stops will only be created at CPS school sites. Applicants are advised that routes and stops may change from year to year.
2. Bus routes will be altered to support those approved stop locations if they meet the policy, are located near an existing bus route (within 10 blocks), and the request does not unreasonably lengthen the route time. The Chicago Public Schools uses an internally designed computer run for all CPS students requesting transportation service. All distance measurements are made using the straight line method with eight blocks to the mile. The mileage measurement is a close approximate but is not map based.
3. This stop location change must be five days a week, have the same address for pick up in the morning and drop off in the afternoon, and is permanent for the school year.
4. The **deadline** for submitting requests is **Track E schools September 30** and **Regular Track schools October 31** annually unless the student is newly enrolled or has recently moved, in which case the form must be submitted within 30 days of the enrollment or address change.
5. Attach a copy of the Application for School Bus Service (White Form) and copy of proof of residency; failure to do so will cause a delay in the processing of this form.
6. Do not use this form to request a "change in home address". If the home address changes, the school must end the current transportation record in SIM, change the address in the Demographics Section in IMPACT/SIM, and submit a NEW transportation request in IMPACT/SIM.

(Please Print or Type – Any missing information may cause this application to be denied)

School of Attendance (Name):		Unit #:		() Track E Calendar () Regular School Calendar
Student Name		Student ID		Grade
CHANGE TO (Requested School Site Name):				Form submitted after deadline (Check one): () Moved/New Address () Newly Enrolled
(Requested School Site Address):				
As a parent/legal guardian of the above child/children, I request a change in the assigned bus stop location from one school site to another and I understand the policies as identified above. If approved, I understand the stop will be the same for both pick up and drop off. If the stop is for day/child care needs, I understand it is my responsibility to get my child to and from the bus stop and the day/child care facility.				
Parent/Guardian Signature (MANDATORY):			Date of Request:	
SCHOOL USE ONLY: Principal must sign below verifying that the request has been reviewed for completeness and accuracy. Send form to Bureau of Student Transportation, 16 th Floor, GSR # 125.				
Principal's Signature (MANDATORY):			Date:	

--FOR CPS / BUREAU OF STUDENT TRANSPORTATION SERVICES USE ONLY --				
White Form: Y / N	Proof of Residence: Y / N	Trans Record in SIM: Y / N	Home address same in SIM: Y / N	() Entered in FP
() Approved	Route assigned:	Stop Location:	Name:	Date:
() Denied	Reason:		Name:	Date:
() Other	Reason:		Name:	Date:

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

"YELLOW FORM"
Chicago Public Schools – Bureau of Student Transportation Services
Sibling Transportation Request
School Year 2012-2013

Parents/guardians may use this form to request transportation for their children who are not eligible for bus service but who attend the same school as a sibling who is eligible for bus service. This form must be completed for each school year and is not applicable for summer school bus service. Return the completed form by June 1, 2012, to the school office as part of the "Application for Bus Service". The principal will review the form for accuracy and completeness and forward it to the Bureau of Student Transportation Services (BSTS) for review. After the review is completed, the school will be notified in writing of the decision and the school staff will notify the parent/guardian of the outcome.

Policy

1. Siblings of students who are eligible and receiving bus service will be allowed to ride the same bus route, **on a space-available basis**, while the eligible sibling attends the same school and uses the same bus service. When the eligible student graduates or leaves the school, the sibling(s) will no longer receive bus service.
2. This form is only for elementary students, kindergarten through eighth grade. Do not use this form for Students in Temporary Living Situations
3. Typically, siblings must be full-day students. Ineligible siblings that attend half-day programs will only be considered if they are in the same morning-only or afternoon-only program as the eligible sibling. If the eligible sibling is a full-day student, the half-day ineligible student may only be considered for one-way transportation (i.e., morning only bus service to school or afternoon only bus service from school).
4. Siblings are defined as brothers and sisters of the eligible student living in the same household and attending the same school. Parents/guardians of the child eligible for bus service may also include as siblings, children within the same household of which they have been appointed legal guardian (please attach guardianship papers to this request form). The parent/guardian for all siblings must be the same in IMPACT/SIM.
5. Siblings of controlled enrollment transfer students are not eligible to receive bus service under this policy because controlled enrollment students are transferred to receiving schools where space is already limited.
6. Under no circumstances will buses be added to a school to accommodate ineligible siblings approved under this policy.
7. Attach a copy of the Application for School Bus Service (White Form) and copy of proof of residency; failure to do so will cause a delay in the processing of this form.
8. The **deadline** for submitting requests is **Track E schools September 30** and **Regular Track schools October 31** annually unless the students are newly enrolled or have recently moved, in which case the form must be submitted within 30 days of the enrollment or address change.

(Please Print or Type – All Fields Must Be Completed)

SCHOOL NAME:		UNIT NO.:		<input type="checkbox"/> Track E Calendar <input type="checkbox"/> Regular School Calendar
NAME OF INELIGIBLE STUDENT REQUESTING BUS SERVICE <i>(LAST, FIRST, MIDDLE INITIAL)</i>		STUDENT ID NO.	GRADE	RELATIONSHIP TO ELIGIBLE STUDENT
				<input type="checkbox"/> Brother <input type="checkbox"/> Sister
				<input type="checkbox"/> Brother <input type="checkbox"/> Sister
NAME OF ELIGIBLE STUDENT RECEIVING BUS SERVICE <i>(LAST, FIRST, MIDDLE INITIAL)</i>		STUDENT ID NO.	GRADE	Form submitted after deadline (Check one):
				<input type="checkbox"/> Moved/New Address <input type="checkbox"/> Newly Enrolled
As a parent/legal guardian of the above students, I understand the policies as identified above and request an exception for transportation of the ineligible student(s). If approved, I understand that when the student currently eligible for bus service graduates, leaves the school, or space on the bus is no longer available, the ineligible sibling(s) noted above will no longer receive bus service.				
Parent/Guardian Signature (MANDATORY):			Date of Request:	
Email Address:			Telephone Number: ()	

INSTRUCTIONS FOR SCHOOL:

This form will not be processed without the signature of the parent/guardian and the principal. When complete, please give a copy to the parent and forward the original document to: Bureau of Student Transportation Services, 16 th Floor, GSR # 125. If approved, the BSTS will enter the transportation request in IMPACT/SIM as Trans Type "XN".	
Principal's Signature (MANDATORY):	Date:

--FOR CPS / BUREAU OF STUDENT TRANSPORTATION SERVICES USE ONLY --

White Form: Y / N	Proof of Residence: Y / N	Trans Record in SIM: Y / N	Home address same in SIM: Y / N	<input type="checkbox"/> Entered in FP
<input type="checkbox"/> Approved	Route assigned:	Stop Location:	Name:	Date:
<input type="checkbox"/> Denied	Reason:		Name:	Date:
<input type="checkbox"/> Other	Reason:		Name:	Date:

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