"WHITE FORM"
Chicago Public Schools – Student Transportation Services
Application for Transportation
Service School Year 2023–2024
Designated Programs

Notice: Chicago Public Schools (CPS) students participating in specified programs at identified CPS schools are eligible for transportation services in accordance with published policies. The parent and/or legal guardian of each student attending CPS and requesting transportation services to a school with service for the next school year and/or completing any transportation request form must complete this application by **May 19, 2023**. Forms received after this date will be processed, but transportation on the first day of school is not guaranteed. Parents may request transportation services at any time during the school year **but only those programs authorized to receive transportation services by the Board of Education shall be approved. The district will prioritize Special Needs and STLS** . This form is not applicable for summer transportation services.

> **Responsibility:** It is the parent's/guardian's responsibility to provide adult supervision during a child's walk to and from the assigned pick-up/drop-off location and until the vehicle arrives. Generally, transportation services are provided to select programs and when the student lives between 1.5 and 6 miles from their attending school. Designated neighborhood schools are normally assigned as pick-up/drop-off locations for most students. Students with special needs who are eligible for transportation services will receive home pick-up/drop-off if required by their Individualized Education Program (IEP); parents/guardians of such students are to meet the vehicle at the curb for pick-up/drop-off. Additionally, parents/guardians are responsible to have the child ready and at the assigned stop location 10 minutes prior to the scheduled pick-up time.

Parents must acknowledge that they have reviewed the eligibility standards and policies for student transportation services and that their child/children will use the provided vehicle on a regular basis. **Lack of regular use can cause the assigned school site stop location to be removed from the route for the remainder of the school year.**

Schools and programs approved for transportation services in addition to the current student eligibility policies are available at all CPS locations and on the CPS website: *http://www.cps.edu/Programs/Pages/Transportation.aspx*
(Please Print or Type – All Fields Must Be Completed)

School of Attendance (Name):		Unit No.:	

Student Name	Student ID	Grade

Current Legal Home Address:						
Home Phone:	( )	Cell Phone:	( )	Other Phone:	( )	

Home Address (after 07/01/23 if moving):

Home Phone:	( )	Cell Phone:	( )	Other Phone:	( )	

Name of Parent or Legal Guardian:		Email Address:	

Request for Transportation Service: As a parent and/or legal guardian of the above-noted child/children, I request transportation services for the 2023–24 school year and I have read and I agree to the eligibility policies for transportation service.

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

Check selection that applies: ( ) New Enrollee   ( ) New Address for SY23–24   ( ) No Change for SY23–24

School Action:
- If the student is presently enrolled at the school, receiving transportation services, and there is no change in the transportation service, **no action is required**. ***Do not change or enter a new transportation request in ASPEN.*** *Note:* half-day students with transportation must be verified each school year and updated if the homeroom has changed.
- If the student is newly enrolling, enter the student transportation request in ASPEN. For students who will have a new home address for the 2023–24 school year, the new address cannot be entered into ASPEN until after July 1. No new request is required if the student has an active transportation request.
- Keep this form at the school. **Do not send a copy to Student Transportation Services unless specifically requested.**