



Pupil Transportation Branch, Michael Dresch, Director

★ P.O. Box 5381 ★ Cincinnati, OH 45201-5381 ★ Phone: 1-513-363-0330 ★ Fax: 1-513-363-0325

REQUEST FOR TRANSPORTATION SERVICE

2008-2009 School Year

Note to Parents:

The goal of the Pupil Transportation Branch is to accommodate all students who regularly use yellow bus service. In order to meet this goal, there are specific criteria to determine if all students are being served appropriately. Please read the following information carefully to see if these items apply to your child(ren):

- If your child(ren) did not ride the school bus during the week of May 1-May 4, you must fill out a Request for Service form.
- If your child(ren) did ride the school bus during the week of May 1-May 4 they are automatically registered for service to the same school for the next school year.
- If you enrolled your child(ren) in a new school for the next school year, you must fill out a Request for Service form.

This form must be submitted to the school(s) that your child(ren) attends. A Request for Service form must be submitted annually, by **May 31**, in order to receive transportation on the first day of the next school year. If the school your child(ren) attends is not open during the summer, please submit the Request for Service form directly to the Pupil Transportation Branch located at 2651 Burnet Ave, 45219. Pupil Transportation information is also available online at

<http://www.cps-k12.org/general/transportation/transportation.htm>

SCHOOL NAME: _____ SCHOOL NO: _____

NAME OF <u>STUDENT</u> (s) REQUESTING TRANSPORTATION BUS SERVICE <i>(LAST, FIRST, MIDDLE INITIAL)(PLEASE PRINT OR TYPE)</i>	AM Service Yes/No	PM Service Yes/No	CPS Student ID

HOME ADDRESS: _____ APT#: _____ ZIP CODE: _____

PHONE: (Home) _____

(Changes to home address or telephone cannot be accepted on this form, they must be submitted to the school of attendance.)

Parent / Guardian Signature Required

I have read, understand and will comply with the policies pertaining to this request for transportation service. By requesting transportation service, I am committing that my child(ren) will use the service on a regular basis in both the AM and PM. I understand that transportation service will be removed when not used on a regular AM and PM basis.

<i>Parent/Guardian Signature (Mandatory)</i>	<i>Date of Request</i>
--	------------------------

FOR CPS TRANSPORTATION OFFICE USE ONLY

Date request for service processed: _____ Processed By: _____

Date service will begin: _____

Send request form to child's school of attendance. If school is closed during the summer months, the form may be submitted to the CPS Pupil Transportation Branch, P.O. Box 5381, Cincinnati, OH 45201-5381 or FAX to 363-0325