

REQUEST FOR TRANSPORTATION



2018-2019

*This form is only valid for the 2018-2019 school year. This form must be turned in **4 weeks PRIOR to school starting** to have transportation at the beginning of the school year.

*This form is only for students grades **KG – 8th**, who attend an approved charter or parochial school.

*This form must be turned in to the Akron Board of Education via Central Registration/ Transportation, 70 N. Broadway, Rm 17, Akron, OH 44308. You may fax this form and required documentation to (330) 761-3224 or scan and email to rcarroll@apslearns.org.

SCHOOLS ARE NOT REQUIRED TO TURN THIS FORM IN WITH REQUIRED DOCUMENTATION TO CENTRAL REGISTRATION – PARENT/GUARDIAN MUST TURN IN.

*You *must* reside 2.0 miles or more from school of attendance in order to qualify for transportation services.

*Bus stops may be up to a ½ mile away from residential address.

*Students must be able to ride a regular yellow school bus – van transportation is not provided.

*Anytime there is a change in address, school of attendance, or guardianship you *must* complete a **NEW RFT**.

*If your students are new to transportation from Akron Public Schools it is suggested to have a birth certificate along with this form in order to speed up processing of this request.

*This form will also require Proof of Residency with a statement date no more than 60 days old (utility bill, bank statement, lease, paystub, letter from government agency, medical bill, etc.)

***Transportation services are not offered if Akron Public Schools is closed due to inclement weather.**

*Payment-in-lieu is at the discretion of Akron Public Schools. You will be required to complete this form along with required documentation and also complete an additional contract. Payment-in-lieu is **NOT** Retroactive. Date stamp of approval begins date of payment.

Questions? Please call Ramona Carroll ~ (330) 761-2738.

OFFICE USE ONLY

___ Approved ___ Alt Trans ___ PIL ___ Denied ___

Only 1 (one) school of attendance may be marked.

****If your student/s attend different schools, you will need to complete a different form for each school.**

- ___ Akron Preparatory School (13254)
- ___ Akros Middle School (12060)
- ___ Arlington Christian Academy (113050)
- ___ Chapel Hill Christian – NORTH (60657)
- ___ Chapel Hill Christian – SOUTH (71571)
- ___ Canton College Preparatory School (13255)
- ___ Cornerstone Community School (134460)
- ___ CVCA Christian (67611)
- ___ Edge Academy (133538)
- ___ Emmanuel Christian Academy (120865)
- ___ Faith Islamic (143248)
- ___ GSEL/SCOPE (11381)
- ___ Holy Family (57513)
- ___ Imagine Leadership (14121)
- ___ Imagine Akron Academy (KG) (11947)
- ___ Immaculate Heart of Mary (57232)
- ___ Lake Center Christian (64915)
- ___ Main Street Preparatory (14066)
- ___ Mayfair Christian Academy (54171)
- ___ Middlebury Academy (134213)
- ___ Our Lady of the Elms (KG-8) (56937)
- ___ Northside Christian Academy (10210)
- ___ Old Trail (60848)
- ___ Redeemer Christian Academy (60368)
- ___ S.U.P.E.R. Learning Center (10582)
- ___ Sacred Heart (57729)
- ___ Spring Garden Waldorf (96693)
- ___ St. Anthony of Padua (56994)
- ___ St. Augustine (57182)
- ___ St. Francis de Sales (57018)
- ___ St. Hilary (57034)
- ___ St. Joseph – Cuyahoga Falls (57240)
- ___ St. Joseph – Mogadore (60062)
- ___ St. Mary (57067)
- ___ St. Matthew (57075)
- ___ St. Sebastian (60962)
- ___ St. Vincent de Paul (57109)
- ___ STEAM Academy (12627)
- ___ STEEL Academy (14927)
- ___ Summit Academy – Elementary (133587)
- ___ Summit Academy – Middle (132779)
- ___ Summit Christian School (96966)
- ___ The Lippman School (65722)
- ___ University Academy (14063)

___ OTHER: _____

Please Mark All That Apply:

Date of Request: _____

___ New to Transportation for **18/19** school year

___ Change of Address or Change of School

___ Guardianship Change

___ I am opting out of all transportation services

(including Payment-In-Lieu; you may re-apply if needed)

Please complete all information listed below:

Student Name: _____

Birthdate: _____ Grade: _____ **OFC ONLY~ SSID:** _____

Student Name: _____

Birthdate: _____ Grade: _____ **OFC ONLY~ SSID:** _____

Student Name: _____

Birthdate: _____ Grade: _____ **OFC ONLY~ SSID:** _____

Student Name: _____

Birthdate: _____ Grade: _____ **OFC ONLY~ SSID:** _____

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

Parent/Guardian (if married & living together **both** names must appear on this form)

Name/s: _____

Relationship: _____

Legal Guardian: ___ Yes ___ No ___ Temporary ___ Permanent

Address: _____

Apt: _____ **City:** _____ OH **Zip Code:** _____

All-Call number: _____

First Contact Number: _____

___ I agree that I have read and agree to the stipulations listed. Further, I am requesting consideration for transportation services for the above-named student/s.

X _____ X _____

Signature of Parent/Guardian

Date



2018-2019

Request for Transportation Form ~ Grades K-8 *only*

Akron Public Schools * Central Registration/Transportation * Attn: Ramona Carroll
70 N. Broadway Street * Room 17 * Akron, OH 44308

Phone: (330) 761-2738

Fax: (330) 761-3224

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

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. 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.**

This form MUST be completed any time there is a change of address and/or school of attendance. In order to speed up your request for transportation services, it is helpful if you provide your student's birth certificate – especially if your student is new to transportation services from Akron Public Schools. **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 are married and reside together.

A valid **POR (proof of residency)** is to 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. "Current" means no more than 60 days prior to date of request. 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/Guardian will then be responsible to notify Akron Public Schools Transportation Services or contracted vendor in order to reinstate transport services at already previously approved stop. Depending upon length of absence, a new RFT may need to be completed.

This transportation request is only for students in grades KG–8. High School students must complete a separate RFT form to be considered for APS provided transport. That form allows a High school student to receive a limited METRO Bus Pass. Proof of residency must accompany both type of requests. APS does not transport pre-school students. Transportation is provided for students over **2.0 miles** from school of enrollment in grades K-8; High school age students will meet the METRO bus at a regular METRO bus route stop.

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. **Payment-in-lieu is at the discretion of Akron Public Schools. 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. If approved for Payment-in-Lieu, you will be required to complete an additional contract that will be mailed out and, once completed, returned to Akron Public Schools Transportation Department, 550 E. North Street, Akron, OH 44304. Failure to complete and return the additional contract voids all payment. **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. Transportation cannot start until the student is actually enrolled and attending school of choice.

In the event of inclement weather that requires Akron Public Schools to close, transportation services will not be provided for that day. If your student's school is open when Akron Public Schools is closed, the Parent/Guardian will be responsible to get their child to school.

Please note that APS is not responsible for lost, damaged, or misdirected mail. It is suggested that you contact the Central Registration/Transportation office for verification of receipt if you have not heard back regarding transport within 3 weeks.

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