



May 14, 2020

Dear Parents/Guardians:

There is a lot of uncertainty about how the 2020-2021 academic year will start up, but the spring season is traditionally the time of year that Cincinnati Public Schools Pupil Transportation Department begins preparing for the upcoming school year.

This coming school year, they will be utilizing a new process for students wanting to request bus transportation. As usual, you must live within the school district boundaries and be a mile or more from school. **This new procedure applies to all current bus riders and to new students as well. Even if your child rode the bus this past school year, you will have to submit this form.**

As CPS begins the process of planning transportation services, they are reaching out to families living in the CPS district to determine if they will be requesting transportation services for the 2020-2021 academic year. If you are interested in bus service for your child, you will be required to complete the Transportation Service Request Form attached. Please email the completed form to: Transform@cps-k12.org. If you are unable to do that, you can mail them directly to our school (St. Teresa of Avila, 1194 Rulison Ave., Cinti., 45238).

To ensure that all eligible students receive transportation services beginning on the first day of school, CPS has established that a request form must be returned to them **by June 30**. Families who respond after that date, will experience a longer processing time and delay in service, which won't begin until sometime in September.

All families who submit a formal request will receive a *Notice of Eligibility Letter* indicating the status of the request.

Thank you for your prompt attention to this matter.

Sincerely,

St. Teresa of Avila School Staff



PREPARING STUDENTS
FOR LIFE

2020-2021 Transportation Service Request Form

Cincinnati Public Schools is committed to offering transportation services for all eligible students. The district will determine the safest, least restrictive, viable method of service available in providing transportation in pursuit of O.A.C. 3383.19 to eligible students and in full compliance of O.R.C. 3327.01 and 3327.02.

Please complete the information below for each student in your household requesting transportation.

STUDENT INFORMATION		SCHOOL OF ATTENDANCE
NAME OF STUDENT (PLEASE PRINT)		Name of School
DATE OF BIRTH	GRADE LEVEL	Street Address
STREET ADDRESS (PLEASE PRINT)		City, State, Zip Code
CITY, STATE, ZIP CODE		

As the parent/legal guardian requesting transportation service for 2020/2021, I understand that service can be immediately terminated and/or suspended for the following reasons: 1) change of residence; 2) change of school of attendance; 3) failure to adhere to rules & regulations 4) Inactive rider status with ten (10) consecutive days as a no show at the bus stop,

The Transportation Department will process the following request within five (5) business days during nonpeak season (October to December / March to May).

In order to ensure bus service for the first day of school, please submit the completed form by **June 30, 2020** to the following email address: Transform@cps-k12.org. Forms can also be dropped off at your child's school or CPS Education Center.

Printed Name (Parent/Legal Guardian)

Phone Number

Signature (Parent/Legal Guardian)

Date