



Request for Transportation Form Guidelines

Parent Information 2016-2017

In order to meet Ohio Revised Code guidelines, we have made changes to our Request for Transportation Form (RFT). Continuing with the 2016/2017 school year, we are revising the RFT (Request for Transportation) Form to further assist our parents and stay within compliance with APS District policy. **The current RFT may only be turned in from April 1, 2016 to May 30, 2017.**

We are also enforcing previous procedures already in place. Please note the following procedural changes/clarifications:

It is the **PARENT/GUARDIAN** responsibility to complete the RFT form with necessary Proof of Residency (POR) and return it to Central Registration/Transportation. Schools are not responsible for collecting or turning in the form to us. **Only the current updated form will be accepted. All other previous forms are considered invalid and will not be processed.**

POR is your Proof of Residency. This must be no more than 60 days old from date of application – unless for beginning of school purposes. POR is considered a valid/current utility bill, a current/active lease with signed and dated signature page (within the 60 day guidelines), a bank statement, paystub, medical bill, credit card bill, social security or Job and Family Services letter, and/or other legal paperwork. If you have questions on validity, please call (330) 761-2738 to confirm acceptance. All POR must be within the 60 day time limit, with current/valid address and process date clearly listed. Illegible paperwork will not be accepted. *Any Request for Transportation form turned in with a POR that is more than 60 days old will be considered invalid. This request will be denied and will not be processed.*

Only students in grades Kindergarten to 8th are eligible for transportation per state law and APS district policy. APS does not transport pre-school or High School students in grades 9 – 12. Transportation is provided for students over 2.0 miles from school of enrollment. Notification of approval or denial will be forthcoming.

All students must have their birthdate listed. A student may have received transportation in previous years, but they may never have been entered into our electronic database as is required for transportation purposes. While not required, it is suggested that a parent include a copy of their child's birth certificate to ease

All students who are eligible for transportation will be placed on an APS school bus, contracted school bus, payment-in-lieu, or provided a metro bus pass. When provided a metro bus pass, it is the parent/guardian's responsibility to determine a valid bus line for service. If there is a bus stop available, there will not be Payment-In-Lieu available. You must meet eligibility requirements for Payment-in-Lieu status. **Payment-in-Lieu status begins at time of date stamp and approval, not retroactively.**

All RFT forms must be completed legibly, in its entirety, and have parent/guardian signature at the bottom of the form in order to be considered eligible for transportation. Failure to do so could delay or invalidate your request.

Completed forms must be turned in no later than **4 weeks prior** to start of your school of choice. Late return of a completed form can impede transportation routing up to 15 days or more. Please note, it can take a minimum of 48-72 hours (2-3 days) to process and route a request if it has been approved and not met with any delays. Holidays will increase this time frame.

A **new** RFT with current POR is required **any time there is a change** – such as, but not limited to, address, school, parent/guardian, etc. *Custody documentation will be required for any change in custody and/or if someone other than the mother has guardianship; temporary or permanent.*

Late documentation and/or delivery date will delay transportation services. Transportation routing will not begin until all proper documentation is collected. This could mean an additional delay of transportation services of 10-15 days or more.

Parent/Guardian must notify the APS Central Registration/Transportation department **in writing** when they are cancelling transportation due to personal reasons, moving, and/or changing of schools. Written notification can be mailed to the address provided. Please be sure to print student name, address, and school of attendance on all documentation sent in.

Buses will not wait for students. Students are required to be at the bus stop assigned to them 5 minutes prior to the pick-up time. KG and 1st grade Students must have a parent/guardian and/or older sibling available at the bus stop for pick-up/drop-off purposes.

Any student not on the bus for 10 consecutive days is considered invalid for transportation and transportation privileges may be revoked. If revoked, Parent/Guardian will then be required to complete a **NEW** RFT to begin transportation services.

The completed RFT with required documentation must be sent to the Central Registration/Transportation Department. This may be achieved by mailing, faxing, and/or scanning and attaching to an email. Phone calls **will not** be accepted for changes to RFT forms. All changes must be on a **new** form **with** required documentation.

All documentation must include student name and school of attendance, especially when faxing or mailing in required paperwork. Failure to do so may result in your RFT (Request for Transportation) not being processed and/or updated.

Denial letters will be mailed to the address provided upon the RFT (Request for Transportation). You may appeal a denial, except for Under 2 miles and/or time constraints, by providing a written request along with any other required documentation needed to process your request.

To Mail

Akron Public Schools
ATTN: Central Registration/Transportation
70 N. Broadway
Room 16
Akron, OH 44308

To Fax: (print student name & school on cover sheet)

(330) 761-2738
ATTN: Central Registration/Transportation

To Email:

rcarroll@apslearns.org

All Proof of Residency must have a process date no sooner than 60 days prior to date of application and/or beginning of school. If you are using a lease as Proof of Residency, it also must follow these guidelines.

The 2016-2017 RFT form is accepted from April 1, 2016 – May 30, 2017. This form will not be accepted prior to or after these dates.

We appreciate your help in this matter. We look forward to serving you in the coming school year.

Sincerely,

Ramona Carroll
Central Registration/Transportation
Akron Public Schools