



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.