

REQUIRED FOR TRANSPORTATION CONSIDERATION

- Form request type (MARK ONLY ONE TYPE)
 - School of attendance (MARK ONLY ONE SCHOOL)
 - Student Name
 - Student Birthdate
 - Student Grade Level
 - Guardian and/or Alternate Transportation Party Name
 - Relationship to Student—must notify of change
 - Complete Address—must notify of change
 - Contact Number/s—must notify of change
 - Guardian Email—REQUIRED; must notify of change
- *Should you move, transfer schools, and/or change guardianship, you must complete a new RFT.*

APPLICABLE DOCUMENTATION

*** Proof Of Residency -**

Must be one of the following that is current, no more than 60 days old with visible statement/process date:

Bank Statement, Paystub, Billing Statement, Letter from Government or Legal Agency, Computerized Billing or Rental Receipt, Utility Bill or Turn On Notification, USPS Change of Address Confirmation Letter, Lease with Tenant & Landlord signatures, etc. **No Handwritten, mass mailers, or junk mail will be accepted.**

***Custody Information (if applicable)**

Must be court stamped and in its entirety

***Death Certificate of Guardian (if applicable)**

Must be legally issued from Department of Health

***Birth Certificate (if applicable)**

Strongly suggested to provide a birth certificate for **all incoming KG/new to school students** and/or students that **have never been enrolled** in Akron Public Schools for timely processing of your request

TRANSPORTATION CONTACT INFO

Akron Public Schools	330-761-1390 EXT 1
Petermann Bus Co.	330-761-1390 EXT 6
Transportation Services	330-761-2738

**APS is not responsible for providing transportation services for any student with an IEP marked as requiring transportation services. Please contact their school of attendance for transportation services.*

RFT GENERAL INFORMATION

- Completion of this form does not guarantee eligibility for transportation services. APS Transportation Department determines eligibility.
 - Must reside within the Akron Public School District! **Not eligible for out-of-district students.**
 - For **consideration** of Transportation Services only
 - May list up to 4 students on this form
 - Only **one** school may be listed per form
 - Must be from a residential, **not business address**, and reside **over 2.0 miles** from school of attendance
 - Must be within 30 min or less travel time by bus
 - **Required yearly** and/or any time there are changes in school, address, and/or guardianship
- Must be turned in no later than July 1st at the beginning of school year for transportation service when school starts; preferably by June 1st of the previous school year.

- May be submitted year-round once school is in session
- **Late entry of RFT (after July 20th - October 1st)** at the beginning of the school year may result in a **10-14 business day delay** in processing (*not counting holidays and weekends*)
- Payment-in-Lieu eligibility is at the sole discretion of Akron Public Schools.
- Denial letters for missing documentation or change in status will be mailed to residence on file
- Can re-apply at any time
- Schools will provide routing information once approved

BUS STOP INFORMATION

- **Stops may be up to 1/2 mile from residence**
- Students must be at stop 5 minutes prior to scheduled pick-up time to assure timely operation
- Buses will not wait for students for more than **1 min** from normally scheduled departure time
- KG & 1st grade students must be accompanied at stop location by an adult
- Services will be cancelled after 15 school days of inactivity
- When Akron Public Schools is closed for inclement weather, no transportation services will be provided.



**Akron Public
Schools.**

Request For Transportation Services Form

2023-2024

**For Charter, Parochial &
Non-Public School Students
Grades KG—8th only**

Schools are not required to submit this form to the APS Transportation Department!

***Legal Guardians** are required to complete and return this form with required documentation to Akron Public Schools for consideration of transportation services.

This form is **NOT** intended for students attending any Akron Public School or students attending any High School. Guardians of High School Students in Grades 9th—12th in any school type must contact Merge Freeman for a Metro bus pass at (330) 761-2961 or mfreeman@apslearns.org.

*Helping to serve our Community, Schools,
and Families one child at a time!*

RETURN TO : (via mail or in person)

Akron Public Schools
Student Services /Transportation, Rm 513
10 North Main Street, Akron, OH 44308

EMAIL: transrft@apslearns.org

****Schools are not required to complete nor turn this form in to APS**

Akron Public Schools provides a variety of transportation services to our community. We offer transportation services via an APS yellow bus, a contracted yellow bus provider, or a stipend, called payment-in-lieu, for parent/s transporting their student/s when necessary.

Akron Public Schools Transportation Department is solely responsible for deciding who is eligible for the payment-in-lieu stipend. A request cannot be made to solely receive payment-in-lieu instead of riding a yellow bus should a bus be available.

Akron Public Schools is not responsible for providing transportation services for scholarship students or any student with an IEP marked as requiring transportation services. For these situations, please contact your student's school of attendance.

Form Types

Updated/New Student

*Requires submission of the following items or there will be a denial or delay in transportation services:

Current, Visibly Dated Proof of Residency
 Copy of Birth Certificate Highly Suggested
(may delay processing without birth certificate)

- ◆ New to School, Moved, or Changed Address
- ◆ New to Transportation Services/Never received services for this school year
- ◆ Change of Custody/Guardianship

Renewal With No Changes

*Renewal means the student received transportation services the entire previous school year (2022/2023) with no changes, including from the exact same residential address and same school of attendance

- ◆ At Same School as previous year
- ◆ At Same Address as previous year
- ◆ Same Guardian as previous year

Optional Transportation Routing Options

- I am requesting AM & PM service
- I am requesting AM pick-up ONLY
- I am requesting PM drop-off ONLY
- I am refusing/do not want to be given any type of transportation services, including payment-in-lieu reimbursement and/or physical yellow bus service.

By refusing transportation services, I realize that no form of service will be provided to me/my student including payment for transporting my student. I choose to transport my student on my own. Should I change my mind, I will need to reapply for services in the future.

****Not for Students attending APS or High Schools****

**Mark only ONE SCHOOL
2023/2024**

- 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 13255
- Case Preparatory Academy 19221
- Cornerstone Community 134460
- CVCA Christian 67611
- Eagle Academy elementary 12627
- Edge Academy 133538
- Emmanuel Christian Academy 120865
- Faith Islamic 143248
- GSELC/SCOPE 11381
- Holy Family 57513
- Imagine Leadership (1st-6th only) 14121
- Imagine Akron Academy (KG only) 11947
- Immaculate Heart of Mary 57232
- Julie Billiard of St Sebastian 16974
- Lake Center Christian 64915
- Main Preparatory Academy 14066
- Mayfair Christian Academy 54171
- Middlebury Academy 134213
- Our Lady of The Elms (KG-8th only) 56937
- Old Trail 60848
- Redeemer Christian School 60368
- S.U.P.E.R. Learning Center 10582
- Spring Garden Waldorf 96693
- St. Anthony of Padua 56994
- St. Augustine 57182
- St. Francis de Sales 57018
- St. Hilary 57034
- St. Joseph—Mogadore 60012
- St. Mary 57067
- St. Sebastian 60962
- St. Vincent de Paul 57109
- Summit Academy Elementary 133587
- Summit Academy Middle 132779
- Summit Christian School 96966
- The Lippman School 65722
- Total Education Solutions 17448

OTHER: _____

All of the information below is **REQUIRED** to be completed and legible by the **ADULT LEGAL GUARDIAN** requesting transportation services for their student/s.

(NOTE: If requestor is married and residing together, BOTH names **must** appear on this form or requestor may be considered a single parent and may require additional custody documentation and/or cause a delay in processing)

1st Student: _____

DOB: _____ Grade: _____ [FOR OFC USE ONLY]

2nd Student: _____

DOB: _____ Grade: _____ [FOR OFC USE ONLY]

3rd Student: _____

DOB: _____ Grade: _____ [FOR OFC USE ONLY]

4th Student: _____

DOB: _____ Grade: _____ [FOR OFC USE ONLY]

*Name: of Legal Guardian(s)/Adult (s) requesting service: _____

*Relationship to Student: _____

*Legal Guardian? ___ Yes ___ No *Custody ___ Yes ___ No

Court Case Number: _____

___ Divorced/Residential ___ Court-Placed

*Address: _____

*Apt. ___ *City: _____ OH *Zip: _____

*Guardian Email: _____

(Email is required to received routing information)

*All-Call Number: _____

*First Contact Number: _____

By signing and dating this form (required), I agree that I have read and agree to the stipulations listed.

Furthermore, I am requesting consideration for transportation services for the above-named student/s. I realize that completion of this formal request DOES NOT GUARANTEE transportation services for my student/s.

X _____ X _____

SCH USE ONLY: ___ MKV

APS USE ONLY: DBCER ___ DIPOR ___ DCUST ___ DRIFT ___ DMISC/DDIST _____