

## **REQUIRED FOR TRANSPORTATION CONSIDERATION**

- Form request type (**MARK ONLY ONE TYPE**)
- School of attendance (**MARK ONLY ONE SCHOOL**)
- Student/s Legal Birth Name/s (as appears on birth certificate)
- Student/s Birthdate
- Student/s 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 visibly dated and no more than 60 days old** (unless a current completely signed lease):

Bank Statement, Paystub, Letter from Government or Legal Agency, Computerized Billing or Rental Statement/Receipt, Utility Bill or Turn On Notification, USPS Change of Address Confirmation Letter, Current Yearly 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. May also include and/or require Marriage Certificate

### **\*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 submitted no later than July 1st to be considered for and/or routed for transportation services by the beginning of school year;** preferably by June 1st of the previous school year
- May be submitted year-round once school is in session
- **Late entry of the RFT (after July 1st - 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. Must be submitted prior to November 1st to receive full stipend amount; subject to pro-rated amount after that date
- Denial letters for missing documentation or change in status will be mailed to residential address on file. *Denial will cause a delay in routing consideration.*
- 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 the normally scheduled departure time
- KG & 1st grade students must be accompanied at stop location by an adult
- **Services will automatically be cancelled after 15 school days of inactivity**
- When Akron Public Schools is closed for inclement weather, no transportation services will be provided.

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# Request For Transportation Services Form

For Charter, Parochial & Non-Public School Students ONLY

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

Legal Guardian/s are required to complete this form. Submission of this form and necessary documentation does not guarantee transportation services.

May not be used for any student attending an APS and/or High School

Is your student in High School (Grades 9-12) attending an APS, Charter, Parochial, or Non-Public School? Please contact Merge Freeman for a Metro bus pass at (330) 761-2961 or mfreeman@apslearns.org.

\*\*Students attending any APS schools in Grades KG-8th are automatically sent for routing consideration—no form is required.

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

**For RETURN TO : (via mail or in person)**  
**2024 Akron Public Schools**  
**2025 Transportation Services, Rm 513**  
**School 10 North Main Street, Akron, OH 44308**  
**Year EMAIL: [transrft@apslearns.org](mailto:transrft@apslearns.org)**

> 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 transportation considerations and 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.  
 > **Schools are not required to complete nor submit this form to APS**

This form is required EVERY SCHOOL YEAR! You may only mark ONE SCHOOL OF ATTENDANCE or the request will be denied. APS does not assume what school/if a student is/will be attending. All of the information below is **REQUIRED** to be completed and legible by the ADULT LEGAL GUARDIAN requesting transportation service consideration for their student/s. If you are married and reside together, BOTH GUARDIAN NAMES MUST APPEAR ON THE REQUESTOR LINE or there may be a delay in processing. Missing required documentation will cause a delay in processing, consideration, and routing. Students NEW to transportation services being provided by APS will require a birth certificate and current proof of residency. Please note, if you have moved, changed schools, changed guardianship, or have not requested and/or interrupted transportation services during the current school year/previous year/s, your student is considered a **NEW STUDENT** and you must also submit current proof of residency to be considered for transportation services. **RENEWAL** is for students without interruptions in service, residing at same address with the same guardian/s, and attending the same school as the previous school year.

**FORM TYPES FOR 2024/2025**

Updated/New Student (See Above)  
 \*Requires submission of the following items or there will be a denial and/or delay in transportation services:

Current, Visibly Dated Proof of Residency  
 Copy of Birth Certificate (Highly Suggested)

Renewal With No Changes (See Above)  
 \*Does not require submission of additional documentation

Optional Transportation Routing Options

I am requesting **AM & PM** service (assumed if not marked)  
 I am requesting **AM** pick-up **ONLY**  
 I am requesting **PM** drop-off **ONLY**

**REFUSAL OF ALL TYPE OF TRANSPORTATION SERVICES**  
 \*I willfully acknowledge that by refusing transportation services, I realize that there will be **no form of /I will not receive** transportation services provided to me/my student including payment-in-lieu regarding transportation services for my student/s. Should I change my mind in the future, I will reapply for transportation services.

**To be completed by LEGAL GUARDIAN/ADULT/S only!**

**1st Student:** \_\_\_\_\_ Male/Female  
 DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Has IEP \_\_\_\_\_ [FOR OFC USE ONLY]

**2nd Student:** \_\_\_\_\_ Male/Female  
 DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Has IEP \_\_\_\_\_ [FOR OFC USE ONLY]

**3rd Student:** \_\_\_\_\_ Male/Female  
 DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Has IEP \_\_\_\_\_ [FOR OFC USE ONLY]

**4th Student:** \_\_\_\_\_ Male/Female  
 DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Has IEP \_\_\_\_\_ [FOR OFC USE ONLY]

**\*LEGAL GUARDIAN(S)/ ADULT(S) REQUESTING SERVICE:**

**\*Name/s** \_\_\_\_\_

**\*Relationship to Student:** \_\_\_\_\_

**\*Legal Guardian?** \_\_\_ Yes \_\_\_ No **\*Custody** \_\_\_ Yes \_\_\_ No

Court Case Number: \_\_\_\_\_  
 \_\_\_\_\_ Divorced/Residential \_\_\_\_\_ Court-Placed \_\_\_\_\_ CSB

**\*Address:** \_\_\_\_\_

**\*Apt.** \_\_\_\_\_ **\*City:** \_\_\_\_\_ **OH** **\*Zip:** \_\_\_\_\_

**\*Guardian Email:** \_\_\_\_\_  
*(Email is required to received routing information)*

**\*All-Call Number:** ( \_\_\_\_\_ ) \_\_\_\_\_

**\*First Contact Number:** ( \_\_\_\_\_ ) \_\_\_\_\_

**NOTE:** If approved, stops may be up to a 1/2 mile from residence

- 2024/2025 — MARK ONE SCHOOL ONLY**
- IRN 13254 \_\_\_ Akron Preparatory School
  - IRN 12060 \_\_\_ Akros Middle School
  - IRN 113050 \_\_\_ Arlington Christian Academy
  - IRN 60657 \_\_\_ Chapel Hill Christian—NORTH/Cuy Falls
  - IRN 71571 \_\_\_ Chapel Hill Christian—SOUTH/Green
  - IRN 13255 \_\_\_ Canton College Preparatory
  - IRN 19221 \_\_\_ Case Preparatory Academy
  - IRN 134460 \_\_\_ Cornerstone Community
  - IRN 67611 \_\_\_ CVCA Christian
  - IRN 12627 \_\_\_ Eagle Elementary
  - IRN 133538 \_\_\_ Edge Academy
  - IRN 120865 \_\_\_ Emmanuel Christian Academy
  - IRN 143248 \_\_\_ Faith Islamic
  - IRN 11381 \_\_\_ GSEL/SCOPE
  - IRN 57513 \_\_\_ Holy Family
  - IRN 14121 \_\_\_ Imagine Leadership (1st-6th only)
  - IRN 11947 \_\_\_ Imagine Akron Academy (KG only)
  - IRN 57232 \_\_\_ Immaculate Heart of Mary
  - IRN 16974 \_\_\_ Julie Billiart of St Sebastian
  - IRN 64915 \_\_\_ Lake Center Christian School
  - IRN 14066 \_\_\_ Main Preparatory Academy
  - IRN 54171 \_\_\_ Mayfair Christian School
  - IRN 134213 \_\_\_ Middlebury Academy
  - IRN 56937 \_\_\_ Our Lady of The Elms (KG-8th only)
  - IRN 60848 \_\_\_ Old Trail
  - IRN 60368 \_\_\_ Redeemer Christian School
  - IRN 110582 \_\_\_ S.U.P.E.R. Learning Center
  - IRN 96693 \_\_\_ Spring Garden Waldorf School
  - IRN 56994 \_\_\_ St. Anthony of Padua
  - IRN 57182 \_\_\_ St. Augustine
  - IRN 57018 \_\_\_ St. Francis de Sales
  - IRN 57034 \_\_\_ St. Hilary
  - IRN 60012 \_\_\_ St. Joseph—Mogadore
  - IRN 57067 \_\_\_ St. Mary
  - IRN 60962 \_\_\_ St. Sebastian
  - IRN 57109 \_\_\_ St. Vincent de Paul
  - IRN 133587 \_\_\_ Summit Academy Elementary
  - IRN 132779 \_\_\_ Summit Academy Middle
  - IRN 96966 \_\_\_ Summit Christian School
  - IRN 65722 \_\_\_ The Lippman School
  - IRN 17488 \_\_\_ Total Education Solutions
- OTHER: \_\_\_\_\_  
 (NOT FOR APS OR HIGH SCHOOL STUDENTS)

**GUARDIAN SIGNATURE REQUIRED:**

By signing and dating this form (required), I state that I have read and agree to the stipulations listed.  
 Furthermore, I am requesting **consideration for transportation services** for the above-named student/s. Completion of this formal request **DOES NOT GUARANTEE** transportation services for my student/s.

X \_\_\_\_\_ X \_\_\_\_\_  
 Signature of Requestor Date

**APS USE ONLY:** \_\_\_ DBCER \_\_\_ DIPOR \_\_\_ DIRFT \_\_\_ DCUST  
 DMISC /DDIST /OTHER \_\_\_\_\_

**SCH USE ONLY:** \_\_\_ MKV  
 (valid ONLY 8/1 TO 6/30 of the current school year)  
 (Requires completed Determining Eligibility Form)