

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!

Revised 12/8/23 rmc

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**

> 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.

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)

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 13050 ___ 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 54717 ___ 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)