

Parents/Guardians and Schools

RFID CARD DELIVERY PROCESS FOR SCHOOL YEAR 2025-2026

RFID (Radio Frequency Identification Denoting) Cards are used by the Cherry Creek School District to identify students entering the school bus at their assigned location, and verifying that students are exiting the bus at their assigned stop. This is the first tool used to provide answers to parents when their student has not arrived home after school by providing us with a roster. It verifies the number of students riding the bus on each route and if the student rode the bus to and from school or not. This process provides immediate answers to the parents, schools and law enforcement.

For the 2025-2026 school year, the Transportation Department will be implementing the following RFID Card process:

Elementary Schools

- Student RFID Cards and lanyards from last school year have been collected from the elementary schools. Only students who have a bus route assigned will receive a card.
- Transportation will verify each RFID Card to ensure it properly scans.
- Cards are inserted into a lanyard and retractors are attached.
- Animal Identification tags, matching the student's assigned route, have also been inserted into the lanyard.
- Extra Animal Route Tags will be sent to the school for their use as needed.
- Transportation will deliver the RFID Cards back to the elementary schools during the week of August 4th in grade level order.
- Elementary school staff will deliver the RFID Card lanyards to the students.
- Kindergarten and Pre-School students will receive their RFID Cards from the Bus Driver on the first morning of school. This allows the Driver to meet and identify these students. They are required to be seated at the front of the bus.
- Cards already created for students who are deemed "walking" students, will be held in the Transportation Department.
- Student RFID Card lanyards will be collected by the Bus Driver on the last day of school in May 2026, so we can repeat this process for the 26-27 school year.
- Fifth grade students will keep their RFID Card lanyards to use at their new school location for the following year.

Middle Schools

- Students needing an RFID Card, must inform the Driver. The Driver will submit a Card Request Form to the Operations Office. A new card will be printed and provided to the student by the Driver.
- All requests for new cards will be created on a first come first serve basis.
- The Operations Office will create new cards as soon as possible during the first weeks of school, eventually to be a daily request, print and return to the Bus Driver for delivery to the student.
- No RFID Cards will be collected at the end of the school year or retained by the Transportation Department.

High Schools

- Students needing an RFID Card, must inform the Driver. The Driver will submit a Card Request Form to the Operations Office. A new card will be printed and provided to the student by the Driver.
- All requests for new cards will be created on a first come first serve basis.
- The Operations Office will create new cards as soon as possible during the first weeks of school, eventually to be a daily request, print and return to the Bus Driver for delivery to the student.
- No RFID Cards will be collected at the end of the school year or retained by the Transportation Department.

Time Concerns for New or Missing RFID Cards

Contact Transportation using the following numbers for each terminal location, if an RFID Card has been requested, but the student has not received it.

- Transportation Central Terminal (TRC) 720-886-7432
- Transportation East Terminal (TRE) 720-886-4129
- Transportation West Terminal (TRW) 720-554-4445

Missing or Refusal to Use School Bus RFID Cards

Cherry Creek Board of Education Policy EEA States: To implement the Colorado Department of Education's requirement for a roster of students transported, electronic ridership cards shall be issued to all students riding on District buses and said cards must be on each student's person when riding District buses.

Recommendations

1. Students and parents are encouraged to keep their cards in a safe place or attached to their backpacks. Middle/High School students, keep with Student I.D.
2. Drivers and parents are encouraged to remind students to scan their cards when boarding and exiting the bus.
3. Students who arrive at a bus stop, but do not have an RFID Card, will be transported to school and from school, then documented by the bus driver.
4. Students who have been provided an RFID Card, but never have it or refuse to use it, will be transported to school, but may be refused a ride home after school.
5. Students are to arrive at their assigned bus stop (5) minutes prior to the scheduled bus stop.
6. My Ride K-12 App - is available to be downloaded by all parents/guardians and provides a GPS location of the bus.
 - a. The time listed on the My Ride K-12 App reflects the departure time from their location.
 - b. Pre-School and K-8 parents, as well as, any age student needing special assistance, are asked to be home by school dismissal time to receive their students. **Note:** Routes transporting students with disabilities may arrive to your home anytime following school dismissal time, due to curb to curb transportation, and student absences.