

Change of Transportation Request

Quick Guide



Changing Transportation Request

If you need to change your transportation request at the same address any time during the school year or due to extra curricular activities at school. Parents can access the Parent Portal by clicking [here](https://www.cps-k12.org/parentportal) or going to <https://www.cps-k12.org/parentportal>.



How to change your Transportation Request

1. After logging into Focus, click your **child's name** , then **Forms Summary** , and select the **Change Transportation Request for Same Address** under Available Forms.

Available forms for I [redacted]
PK Health and Consent
Request to Change Address or Emergency & Other Contacts
Back To School
Health Related Information
Request to Transfer CPS schools
Return to CPS Enrollment
Change Transportation Request for Same Address
Walnut Hills Test Application
Transportation - Latch Key

2. The form will display what is currently selected on your child's record.

Does the student need transportation?*

☒ No ☐ AM Only
☐ PM Only ☐ Both AM and PM

3. **To change your request** : Click on the appropriate choice AM Only, PM Only or Both AM and PM.

Does the student need transportation?*

☐ No ☐ AM Only
☐ PM Only ☒ Both AM and PM

**** For Extra Curricular Activities or Sports (7th - 12th):** Make sure you select 'Both AM and PM' to qualify for a Extracurricular Metro card.

4. Click

I acknowledge that I understand that I am only updating my child's Request for Transportation.* ☒

Submit and Finish



Notes

- This form is only for updating your child's transportation request. It does not change your address at your child's school.