

**“WHITE FORM”**  
 Chicago Public Schools –Student Transportation Services  
**Application for School Bus Service**  
 School Year **2021-2022**  
**Designated Programs**

**Notice:** Students participating in specified programs at identified Chicago Public School sites are eligible for school bus service in accordance with published policies. The parent and/or legal guardian of each student attending the Chicago Public Schools and requesting school bus service to a school with bus service for the next school year and/or completing any transportation request form must complete this application by **June 22, 2021**. Forms received after this date will be processed, but transportation on the first day of school is not guaranteed. Parents may request bus service at any time during the school year **but only those programs authorized to receive bus service by the Board of Education shall be approved**. This form is not applicable for summer school bus service.

**Responsibility:** It is the parent’s/guardian’s responsibility to provide adult supervision during a child’s walk to and from the assigned pickup/drop off location and until the bus arrives. Generally, school bus service is provided to selected programs and when the student lives between 1.5 and 6 miles from their attending school. Neighborhood schools are normally assigned as pickup/drop off locations for most students. Students with special needs who are eligible for bus service will receive home pick up if required by their Individualized Education Program (IEP); parents/guardians of such students are to meet the bus at the curb for pick-up/drop-off. Additionally, parents/guardians are responsible to have the child ready and at the assigned stop location 10 minutes prior to the scheduled pickup time.

Parents must acknowledge that they have reviewed the eligibility standards for bus service and that their child/children will use the bus service on a regular basis. **Lack of regular use can cause the assigned school site stop location to be removed from the route for the remainder of the school year.**

Schools and programs approved for school bus service in addition to the current student eligibility policies are available at all Chicago Public School locations and on the CPS web site: <https://www.cps.edu/services-and-supports/transportation-services/>

*(Please Print or Type – All Fields Must Be Completed)*

<b>School of Attendance (Name):</b>		<b>Unit No.:</b>	
<b>Student Name</b>	<b>Student ID</b>	<b>Grade</b>	
<b>Current Legal Home Address:</b>			
<b>Home Phone:</b>	(    )	<b>Cell Phone:</b>	(    )
<b>Other Phone:</b>	(    )		
<b>Home Address (after 07/01/21 if moving):</b>			
<b>Home Phone:</b>	(    )	<b>Cell Phone:</b>	(    )
<b>Other Phone:</b>	(    )		
<b>Name of Parent or Legal Guardian:</b>		<b>Email Address:</b>	
<b>Request for Bus Service:</b> As a parent and/or legal guardian of the above noted child/children, I request school bus service for the 2021-2022 school year and have read and agree to the eligibility policies for bus service.			
<b>Parent/Guardian Signature (MANDATORY):</b>			<b>Date of Request:</b>

**Check selection that applies:**    ( ) New Enrollee    ( ) New Address for SY 21-22    ( ) No Change for SY 21-22

**School Action:**

- If the student is presently enrolled at the school, receiving bus service, and there is no change in the bus service, **no action is required**. **Do not change or enter a new transportation request in ASPEN**. *Note:* half-day students with transportation must be verified each school year and updated if the homeroom has changed.
- If the student is newly enrolling, enter the student transportation request in ASPEN. For students who will have a new home address for school year 2021-2022, the new address cannot be entered into ASPEN until after July 1. No new request is required if the student has an active transportation request.
- Keep this form at the school. **Do not send a copy to Student Transportation Services unless specifically requested.**