

**“GRAY FORM”**

Chicago Public Schools – Student Transportation Services

**School Transportation Stop Change Request**

**School Year 2023–2024**

All Chicago Public Schools (CPS) students who are using transportation services and do not have an Individualized Education Program are assigned for pick-up and drop-off at the CPS-approved site nearest their home address. CPS uses an internally designed computer run for all CPS students requesting transportation service. All distance measurements are made using the straight line method with eight blocks to the mile. The mileage measurement is a close approximate but is not map-based. Parents/guardians who want to change the pick-up/drop-off to a different school site may complete this form to request the change in accordance with the policies identified below. Return the completed form by **May 19, 2023** to the school office as part of the Application for Transportation Service. This form is not applicable for summer school transportation services. The principal will review the form for completeness and accuracy and forward it to Student Transportation Services (STS) for review. After the review is completed, the school will be notified in writing of the decision and the school staff will notify parents of the outcome of the request.

**Policy**

1. This form is to be used by parents requesting a CPS school site that is not one of the two closest eligible pick-up sites to their home.
2. The requested stop must be an active stop at the student’s school.
3. It is the parent’s/guardian’s responsibility to provide supervision until the student is picked up and after the student is dropped off at the assigned stop.
4. Non-special education students eligible for transportation service who request a transportation stop change for day/child-care needs must select the closest CPS school site to the day/child-care facility.
5. Applicants are advised that routes and stops may change from year to year.
6. This stop location change will be five days a week and have the same address for morning pick-up and afternoon drop-off.
7. A route must have available seats for students to be added for this purpose. No additional transportation routes will be added to serve requested school sites. If a vehicle becomes overcrowded, first priority will be given to eligible students normally assigned to the route.

*(Please Print or Type – Any missing information may cause this application to be denied)*

<b>School of Attendance (Name):</b>		<b>Unit #:</b>	
<b>Student Name</b>		<b>Student ID</b>	
<b>Grade</b>			
<b>CHANGE TO:</b>			
CPS School Site Name:		CPS School Site Address:	
As a parent/legal guardian of the above child/children, I request a change in the assigned transportation stop location from one school site to another and I understand the policies as identified above. If approved, I understand the stop will be the same for both pick-up and drop-off.			
<b>Parent/Guardian Signature (MANDATORY):</b>			<b>Date of Request:</b>
<b>SCHOOL USE ONLY:</b> Principal must sign below verifying that the request has been reviewed for completeness and accuracy. Send form to Student Transportation, GSR # 125-Garden Level, or scan and email to stutran@cps.edu.			
<b>Principal’s Signature (MANDATORY):</b>			<b>Date:</b>

<b>--FOR CPS / STUDENT TRANSPORTATION SERVICES USE ONLY--</b>					
Trans Record in ASPEN: Y / N		Current Route & Site:			
<input type="checkbox"/> Approved	Route Assigned:	Stop Location:		<input type="checkbox"/> Entered in ASPEN	Name:
<input type="checkbox"/> Denied <input type="checkbox"/> Other	Reason:			Name:	Date: