

**“WHITE FORM”**  
 Chicago Public Schools – Student Transportation Services  
**Transportation Service Request Form**  
**School Year 2024–2025**  
**Designated Programs**

**Notice:** Chicago Public Schools (CPS) students participating in specified programs at identified CPS schools are eligible for transportation services in accordance with published policies. The parent and/or legal guardian of each student attending CPS and requesting transportation services to a school with service for the next school year and/or completing any transportation request form must complete this request form by **June 7, 2024** in order to receive transportation on the first day of school. Parents of students currently enrolled and receiving service do not need to complete the form unless there is a change in school. Forms received after this date will be processed, however, transportation on the first day of school is not guaranteed. Parents may request transportation services at any time during the school year, but only those programs authorized to receive transportation services by the Board of Education shall be approved. CPS will prioritize Diverse Learners with transportation as a related service and STLS. This form is not applicable for summer transportation services.

**Responsibility:** It is the parent’s/guardian’s responsibility to provide adult supervision during a child’s walk to and from the assigned pick-up/drop-off location and until the vehicle arrives. Generally, transportation services are provided to select programs and when the student lives between 1.5 and 6 miles from their attending school. Designated neighborhood schools are normally assigned as pick-up/drop-off locations for most students. Diverse Learner students who are eligible for transportation as a related service in their IEP will receive home pick-up/drop-off in accordance with their IEP; parents/guardians of such students are to meet the vehicle 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 pick-up time.

Parents must acknowledge that they have reviewed the eligibility standards and policies for student transportation services and that their child/children will use the provided vehicle 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 transportation services in addition to the current student eligibility policies are available at all CPS locations and on the CPS website: <http://www.cps.edu/Programs/Pages/Transportation.aspx>

<i>(Please Print or Type – All Fields Must Be Completed)</i>			
School of Attendance (Name):		Unit #	
Student Name	Student ID	Grade	
Legal Home Address			
Primary Phone	(     )	Secondary Phone	(     )
Home Address (after 07/01/24 if moving):			
Primary Phone	(     )	Secondary Phone	(     )
Name of Parent or Legal Guardian		Email Address	
<b>Request for Transportation Service:</b> As a parent and/or legal guardian of the above-noted child/children, I request transportation services for the <b>2024–25</b> school year and I have read and I agree to the eligibility policies for transportation service.			
Parent/Guardian Signature (MANDATORY)		Date of Request	
Check selection that applies	(     ) New Enrollee	(     ) New Address for SY <b>24–25</b>	

**School Action:**

- If the student is presently enrolled at the school, receiving transportation services, and there is no change in the transportation 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 the **2024–25** school year, 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.**