

“BLUE FORM”

Chicago Public Schools - Bureau of Student Transportation
Day/Child Care Bus Stop Location Change Request
 School Year 2008-2009

This form is available for a parent/guardian to request a different bus stop location based on the location of a day/child care facility. Return the completed form by **May 30, 2008**, to the school office as part of the “Application for Bus Service”. This form must be completed each school year is not applicable for summer school bus service. The principal will review the form for completeness and accuracy and forward it to the Bureau of Student Transportation 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.

Policies for Stop Changes for Day/Child Care Locations

1. Non-special education students eligible for bus service will be allowed to identify an alternative school site location or existing bus stop location for bus pick up/drop off to meet day/child care needs, if the school site is not overcrowded. New stops will be created at school sites; the BST rarely approves changes to corner stops. Applicants should recognize that routes and stops may change from year to year.
2. Special education students eligible for bus service and receiving home pick up as required by their IEP will be allowed to identify an alternative location for bus pick up/drop off to meet day/child care needs; however, the pick up address in the morning must be the same as the drop off address in the afternoon.
3. Bus routes will be altered to support those approved stop locations if they meet the policy and if located over 1.5 miles from school and are located near an existing bus route (within 10 blocks) and the request does not unreasonably lengthen the route time.
4. **This stop location change must be five days a week, have the same address for pick up in the morning and drop off in the afternoon, and is permanent for the school year.**
5. A route must have available seats for students to be added for this purpose. No additional bus routes will be added to serve alternative sites. If a bus becomes overcrowded, priority will be first given to those eligible students normally assigned to the route.
6. The deadline for submitting requests is October 31 annually unless the student is newly enrolled or has recently moved, in which case the form must be submitted within 30 days of the enrollment or address change.

(Please Print or Type)

School of Attendance (Name):		Unit #:	
Student Name	Student ID	Grade	Check one: () AM only () PM only () Full day
			For Students with IEP: IEP requires home pick up: () Yes () No
			() AM only () PM only () Full day
			IEP requires home pick up: () Yes () No
			() AM only () PM only () Full day
			IEP requires home pick up: () Yes () No
Current Bus Stop (School Site Name):		Current Bus Stop (Street Address):	
Day/Child Care Facility Address:			
<i>For non-special education student, please complete the following:</i>			
Requested bus stop change to (school site name):		School site address:	
As parent/legal guardian of the above noted child/children, I request a change in the bus stop location for day/child care and understand the policies for such change.			
Parent/Guardian Signature (MANDATORY):			Date of Request:
SCHOOL USE ONLY: This request has been reviewed for accuracy and completeness. The student(s) identified above has/have an IEP that requires home pick up. Send form to Bureau of Student Transportation, 16 th Floor, GSR # 125.			
Principal’s Signature (MANDATORY):			Date:

--FOR CPS / BUREAU OF STUDENT TRANSPORTATION USE ONLY--

() Approved	Route assigned:	Stop Location:	Name:	Date:
() Denied	Reason:		Name:	Date:
() Other	Reason:		Name:	Date:

-- FAXED FORMS WILL NOT BE ACCEPTED OR PROCESSED --