



Student Transportation Services

42 W. Madison Street • Chicago, Illinois 60602

Telephone: 773/553-2860 • Fax: 773/553-2861

Subject: Important Information Regarding Student Transportation for the 2023-24 School Year

Dear Parent/Guardian,

According to our records, your child has accepted an offer to a magnet or selective enrollment program through the GoCPS application process for the 2023-24 School Year. This letter includes important information regarding transportation.

If your child is in need of CTA or transportation services, please check with the selected school as soon as possible to find out if they will qualify for those services next school year. Here are a few things you should know:

- Transportation services are not guaranteed. By law and [District policy](#), CPS must first prioritize students with diverse learning needs who are entitled to transportation services through their IEP or 504 Plan, as well as students in temporary living situations.
- Cash reimbursements/incentives that have been provided in previous years in lieu of transportation services WILL NOT be available for magnet or selective enrollment program students in the 2023-24 School Year.

If your child does NOT qualify for either CTA or student transportation services to their chosen school, please disregard this letter.

If your child DOES qualify for either CTA or student transportation services to their chosen school, please follow the steps below as soon as possible to ensure your request for transportation services is received in time for the start of school on August 21, 2023. Again, please note that transportation services are not guaranteed.

- 1) Alert the clerk or counselor at your child's current school that your child will be attending a new school next year, and that the current school must project your child to the new school in the CPS Student Information Management System (ASPEN) Planning Calendar.
- 2) When you enroll your child at their new school, confirm with the clerk or counselor that your child qualifies for transportation services. If so, fill out the Application for School Bus Service (see the back of this letter) so that we have your current contact information, and turn it in to the new school. The new school will submit the transportation request into the CPS Student Information System (ASPEN) Planning Calendar for your child.

You will be notified later this summer if your student will receive transportation or CTA benefits for the coming school year. Because our department processes transportation requests on a rolling basis, we cannot provide an exact date for this notification.

Any questions about transportation can be directed to the clerk or counselor at your student's current school. General information about transportation services provided by CPS can be found [here](#).

Thank you.

Kimberly Jones
Executive Director
Student Transportation Services

Spanish:

Tema: Información importante sobre el transporte estudiantil durante el año escolar 2023-24

Estimado padre o tutor legal:

Según nuestros expedientes, su estudiante, por medio de GoCPS, ha aceptado una oferta para un programa magnet o de matrícula selectiva para el año escolar 2023-24. Esta carta incluye información importante sobre el transporte.

Si su estudiante necesita servicios de transporte, por favor verifique con la escuela seleccionada tan pronto sea posible para ver si calificará para estos servicios el próximo año escolar. A continuación hay varias cosas que debería saber:

- Los servicios de transporte no son garantizados. Según la ley y [la política del distrito](#), las CPS deben dar primera prioridad a los estudiantes con necesidades de aprendizaje diversas que tienen derecho a servicios de transporte por medio de sus planes de educación individualizados o sus planes 504; igualmente tienen primera prioridad los estudiantes en situaciones de viviendas temporales.
- Los reembolsos/incentivos de efectivo que se hayan brindado anteriormente en lugar de servicios de transporte **NO ESTARÁN** disponibles para el año escolar 2023-24.

Si su estudiante NO califica para servicios de transporte a su escuela seleccionada —estudiantiles o de parte de la Autoridad de Tránsito de Chicago (CTA según sus siglas en inglés)— por favor ignore esta carta.

Si su estudiante SÍ califica para servicios de transporte a su escuela seleccionada —estudiantiles o de parte de la CTA— favor siga los pasos a continuación tan pronto sea posible para asegurar que su solicitud de servicios de transporte sea recibida a tiempo para el comienzo de clases el 21 de agosto de 2023. Una vez más, por favor tenga en mente que los servicios de transporte no son garantizados.

- 1) Alerta al oficinista o el consejero en [la escuela actual](#) de su estudiante que su estudiante asistirá a una nueva escuela el próximo año, y que la escuela actual debe proyectar a su estudiante a la nueva escuela en el calendario de planificación de ASPEN, el sistema manejo de información estudiantil de las CPS.
- 2) Cuando matricule a su estudiante en su nueva escuela, confirme con el oficinista o consejero que su estudiante califique para servicios de transporte. Si es así, llene la solicitud para servicios de autobús escolar (vea el revés de esta carta) para que podamos tener su información de contacto actual y [enviarla a la nueva escuela](#). La nueva escuela deberá integrar la solicitud de transporte al calendario de planificación de ASPEN por su estudiante.

Se le notificará este verano si su estudiante recibirá para el próximo año escolar beneficios de transporte estudiantiles o de parte de la CTA. Debido a que nuestro departamento procesa las solicitudes de transporte de manera continua, no podemos brindarle una fecha exacta en la cual pueda esperar esta notificación.

Cualquier pregunta sobre el transporte puede ser dirigida al oficinista o el consejero en la escuela actual de su estudiante. También puede ir [aquí](#) para encontrar información general sobre los servicios de transporte ofrecidos por las CPS.

Muchas gracias.

Kimberly Jones
Directora ejecutiva
Servicios de Transporte Estudiantil



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Chicago Public Schools – Student Transportation Services

Application for Transportation Service

School Year 2023–2024

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 application by **May 19, 2023**. Forms received after this date will be processed, but 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**. 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. Students with special needs who are eligible for transportation services will receive home pick-up/drop-off if required by their Individualized Education Program (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 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>

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

School of Attendance (Name):					Unit No.:	
Student Name			Student ID		Grade	
Current Legal Home Address:						
Home Phone:	()	Cell Phone:	()	Other Phone:	()	
Home Address (after 07/01/22 <u>if moving</u>):						
Home Phone:	()	Cell Phone:	()	Other Phone:	()	
Name of Parent or Legal Guardian:				Email Address:		
Request for Transportation Service: As a parent and/or legal guardian of the above-noted child/children, I request transportation services for the 2022–23 school year and have read and agree to the eligibility policies for transportation service.						
Parent/Guardian Signature (<i>MANDATORY</i>):					Date of Request:	

Check selection that applies: ☐ New Enrollee ☐ New Address for SY23–24 ☐ No Change for SY23–24

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 2022–23 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.**