

**“GRAY FORM”**  
 Chicago Public Schools – Student Transportation Services  
**School Bus Stop Change Request**  
**School Year 2020-2021**

All non-special education students are assigned for pick up and drop off at the CPS school site nearest their home address. The Chicago Public Schools 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 CPS school site may complete this form to request the change in accordance with the policies identified below. Return the completed form by **June 19, 2020**, to the school office as part of the “Application for Bus Service”. This form is not applicable for summer school bus service. 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.

Do not use this form to request a change in bus stop location for Park Kids Programs. Use the “Chicago Park District – Park Kids Request – Green Form”.

**Policy**

1. This form is to be used by parents requesting a CPS school site that is not one of the two closest pickup sites to their home.
2. The requested stop must be an active stop at the student’s school.
3. It is the parent’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 bus service who request a bus 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, have the same address for pick up in the morning and drop off in the afternoon.
7. A route must have available seats for students to be added for this purpose. No additional bus routes will be added to serve requested school sites. If a bus becomes overcrowded, priority will be first 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 bus 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 e-mail 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:				( ) Entered in FP	
( ) Approved	Route assigned:		Stop Location:		( ) Entered in ASPEN	Name:	Date:
( ) Denied	Reason:					Name:	Date:
( ) Other							