

2018-19 Bus Transportation: Columbus City Schools

The Columbus City Schools (CCS) Transportation Department has changed the application process for charter/non-public school transportation. Charter/non-public school students who reside within the boundaries of the CCS District will request transportation to Columbus Academy by completing an **online** Transportation Request:

- Parents/guardians should visit www.ccsch.us to complete the application
- There is a link on the website for a brief video tutorial explaining how to complete the application
- Each slide will prompt you for the information needed in order to proceed to the next step
- Make sure to review each screen's instructions before continuing
- Select "Charter, Non-Public Transportation Request" as the registration type
- Don't forget to click "Submit" when you are finished
- Online applications must be completed by **June 15, 2018**, to be routed for the beginning of the 2018-19 school year

If a family wishes to complete a Form 1: Request for Reassignment (application for the reassignment of a student to an existing stop other than the regularly assigned stop or route), it is **not** online and must be completed on paper. Form 1 is included as the next page of this document. Please return your completed Form 1 to Shannon Nelson, Executive Assistant to the Head of School, by **June 14, 2018**.

Questions about bus transportation may be directed to Shannon at nelsons@columbusacademy.org or 614.509.2224.

**COLUMBUS CITY SCHOOLS
PUPIL TRANSPORTATION DEPARTMENT**

FORM 1 - REQUEST FOR REASSIGNMENT

(Application for the reassignment of a student to an existing stop other than the regularly assigned stop or route)

INSTRUCTIONS:

1. The parent shall complete the form and submit the request to the building principal. Request can be made only for assignment to existing, established stops on existing, established routes. This form should not be used when there is a change in the home address.
2. The principal will review the request and forward approved requests to the Transportation Department by school mail.
3. Requests will be reviewed by Transportation staff to determine the availability of seating space and will forward copies of the processed form to the school principal. The school should notify the parent of the bus stop assignment.

*** REQUIRED INFORMATION**

SCHOOL NAME* _____		School Code (if known) _____
Student's Name* _____		Student Number (if known) _____
Parent's Name *	Home Address *	
Grade Level _____	Telephone * _____	
Present Route No. (if known): _____	Time: _____	Location: _____

REQUESTED CHANGE:	
Check One*: AM <input type="checkbox"/> PM <input type="checkbox"/> BOTH <input type="checkbox"/>	Route No.(if known): _____ Location: _____
Child Care Provider Name * _____	
Alternate Address & Telephone * _____	
REASON REQUESTED (Must be completed by Parent) * _____	
(Parent's Signature)* _____	(Date)* _____

PRINCIPAL'S RECOMMENDATION: _____ YES _____ NO	
I recommend approval of the above request and approve the reason(s) stated.	
Principal's Comment(s): _____	

(Principal's Signature)* _____	(Date)* _____

TRANSPORTATION DEPARTMENT OFFICE USE ONLY

Request Approved _____ Disapproved _____ Assigned to Bus Route _____

Bus Stop Time & Location _____

Processor _____ Date _____