



PREPARING STUDENTS  
**FOR LIFE**

## 2023-2024 Transportation Service Request Form

Cincinnati Public Schools is committed to offering transportation services for all eligible students. The district will determine the safest, least restrictive, viable method of service available in providing transportation in pursuit of O.A.C. 3383.19 to eligible students and in full compliance of O.R.C. 3327.01 and 3327.02.

Please complete the information below for each student in your household requesting transportation. All requests will be processed for AM/PM service unless otherwise noted below.

STUDENT INFORMATION		SCHOOL OF ATTENDANCE	
NAME OF STUDENT (PLEASE PRINT)		Name of School	
DATE OF BIRTH	GRADE LEVEL	Street Address	
STREET ADDRESS (PLEASE PRINT)		City, State, Zip Code	
CITY, STATE, ZIP CODE		<b>Alternate Transportation Service Request:</b>	
		AM Service ONLY	PM Service ONLY

As the parent/legal guardian requesting transportation service for 2023/2024, I understand that service can be immediately terminated and/or suspended for the following reasons: **1)** change of residence; **2)** change of school of attendance; **3)** failure to adhere to rules & regulations **4)** Inactive rider status with ten (10) consecutive days as a no show at the bus stop.

The Transportation Department will process the following request within five (5) business days during nonpeak season (October to December / March to May).

**In order to ensure bus service for the first day of school, please submit the completed form by June 23, 2023 to the following email address: [cpstrans@cps-k12.org](mailto:cpstrans@cps-k12.org). Forms can also be dropped off at your child's school or CPS Education Center.**

\_\_\_\_\_  
Printed Name (Parent/Legal Guardian)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature (Parent/Legal Guardian)

\_\_\_\_\_  
Date

**CPS ACCESS**

Pupil Transportation  
[www.cps-k12.org](http://www.cps-k12.org)

**Education Center**

P.O. Box 5381  
Cincinnati, OH 45201-5381

**Phone:** 513-363-7433

**Fax:** 513-363-0325

**E-mail:** [cpstrans@cpsboe.k12.oh.us](mailto:cpstrans@cpsboe.k12.oh.us)