

# Required to be completed by Legal Guardian/s!

2025-2026

**MARK ONE SCHOOL ONLY ~ APS does not assume where a student attends school. More than one school marked will result in denial of transportation consideration**

1st Student: \_\_\_\_\_  
 DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ [APS Student ID /SSID]  
 Updated/New Student \_\_\_\_\_ Renewal W/No Changes \_\_\_\_\_ IEP

2nd Student: \_\_\_\_\_

DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ [APS Student ID /SSID]  
 Updated/New Student \_\_\_\_\_ Renewal W/No Changes \_\_\_\_\_ IEP

3rd Student: \_\_\_\_\_

DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ [APS Student ID /SSID]  
 Updated/New Student \_\_\_\_\_ Renewal W/No Changes \_\_\_\_\_ IEP

4th Student: \_\_\_\_\_

DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ [APS Student ID /SSID]  
 Updated/New Student \_\_\_\_\_ Renewal W/No Changes \_\_\_\_\_ IEP

## \*\*LEGAL GUARDIAN(S)/ADULT(S) REQUESTING SERVICE:

\*Name/s: \_\_\_\_\_

\*Relationship to Student: \_\_\_\_\_

\*Legal Guardian? Yes \_\_\_\_\_ No \_\_\_\_\_ \*Custody Yes \_\_\_\_\_ No \_\_\_\_\_

Court Case Number: \_\_\_\_\_

Divorced/Residential \_\_\_\_\_ Court-Placed \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Apt. \_\_\_\_\_ \*City: \_\_\_\_\_ OH \*Zip: \_\_\_\_\_

\*Guardian Email: \_\_\_\_\_

(Email is required to received routing information)

\*All-Call Number: \_\_\_\_\_

\*First Contact Number: \_\_\_\_\_

NOTE: If approved, stops may be up to a 1/2 mile from residence

## Optional Transportation Routing Options

- ☐ I am requesting AM & PM service (assumed if not marked)  
☐ I am requesting AM pick-up ONLY  
☐ I am requesting PM drop-off ONLY

☐ REFUSAL OF ALL TYPE OF TRANSPORTATION SERVICES

\*I am choosing to refuse any and all types of transportation services being offered to me for my student/s.

I realize that this is not due to Akron Public Schools being unable to provide physical transportation services for my student/s.

I realize that this means I will not receive payment-in-lieu or physical bus transportation services. Should I change my mind in the future, I will reapply for transportation services.

FOR RETURN TO : (via mail or in person)  
 SCH Akron Public Schools  
 YR Transportation Services, Rm 513  
 2025 10 North Main Street, Akron, OH 44308  
 2026 EMAIL: [transfrt@apsleams.org](mailto:transfrt@apsleams.org)

\*\*Schools are not required to complete nor turn this form in to APS! Guardians are responsible to submit this form to APS for transportation consideration.  
 Submission to a school may result in a delay of service.

OTHER: \_\_\_\_\_

- \_\_\_\_\_ Akron Preparatory School (13254)
- \_\_\_\_\_ Akros Middle School (12060)
- \_\_\_\_\_ Arlington Christian Academy (13050)
- \_\_\_\_\_ Chapel Hill Christian—NORTH/Cuy Falls (60657)
- \_\_\_\_\_ Chapel Hill Christian—SOUTH/Green (7157)
- \_\_\_\_\_ Case Preparatory Academy (19221)
- \_\_\_\_\_ Cornerstone Community (134460)
- \_\_\_\_\_ CVCA Christian (67611)
- \_\_\_\_\_ Edge Academy (133538)
- \_\_\_\_\_ Emmanuel Christian Academy (120865)
- \_\_\_\_\_ Faith Islamic (143248)
- \_\_\_\_\_ GSEL/SCOPE (11381)
- \_\_\_\_\_ Heritage Classical Academy (21501)
- \_\_\_\_\_ Holy Family (57513)
- \_\_\_\_\_ Imagine Leadership (1st-6th only) (14421)
- \_\_\_\_\_ Imagine Leadership (KG only) (11947)
- \_\_\_\_\_ Immaculate Heart of Mary (57232)
- \_\_\_\_\_ Julie Billiard of St Sebastian (16974)
- \_\_\_\_\_ Lake Center Christian School (64915)
- \_\_\_\_\_ Main Preparatory Academy (14066)
- \_\_\_\_\_ Mayfair Christian School (54771)
- \_\_\_\_\_ Middlebury Academy (134213)
- \_\_\_\_\_ Old Trail (60848)
- \_\_\_\_\_ Orchard Park (formerly Eagle Academy) (16837)
- \_\_\_\_\_ Our Lady of The Elms (KG-8th only) (56937)
- \_\_\_\_\_ North East Ohio Classical Academy (21449)
- \_\_\_\_\_ Redeemer Christian School (60838)
- \_\_\_\_\_ S.U.P.E.R. Learning Center (10582)
- \_\_\_\_\_ Spring Garden Waldorf School (96693)
- \_\_\_\_\_ St. Anthony of Padua (56994)
- \_\_\_\_\_ St. Augustine (57182)
- \_\_\_\_\_ St. Francis de Sales (57018)
- \_\_\_\_\_ St. Hilary (57034)
- \_\_\_\_\_ St. Joseph—Mogadore (60012)
- \_\_\_\_\_ St. Mary (57067)
- \_\_\_\_\_ St. Sebastian (60962)
- \_\_\_\_\_ St. Vincent de Paul (57109)
- \_\_\_\_\_ Summit Academy Elementary (133587)
- \_\_\_\_\_ Summit Academy Middle (132779)
- \_\_\_\_\_ Summit Christian School (96966)
- \_\_\_\_\_ The Lippman School (65722)
- \_\_\_\_\_ Total Education Solutions (17488)

> Akron Public Schools provides a variety of transportation services to our community. We offer transportation services via an APS yellow bus, a contracted yellow bus provider, or a stipend, called payment-in-lieu, for parent/s transporting their student/s when necessary.  
 > Akron Public Schools Transportation Department is solely responsible for deciding who is eligible for the payment-in-lieu stipend. A request cannot be made to solely receive payment-in-lieu instead of riding a yellow bus should a bus be available.  
 > Akron Public Schools is not responsible for providing transportation services for scholarship students or any student with an IEP marked as requiring transportation services. For these situations, please contact your student's school of attendance.

## THINGS TO KNOW BEFORE COMPLETING AN RFT

\*Legal Guardians req required to complete and submit the RFT to Akron Public Schools. Schools are not required to submit completed forms to APS for transportation consideration.

\*If married and residing together, BOTH parent names must be listed on the "Name/s" line

\*An RFT is required EVERY school year for students attending charter, parochial, or non-public schools; APS does not assume a student would like to be considered for transportation services.

\*An UPDATED/NEW STUDENT is a student that is considered new to a school or transportation services for the current school year, moving to a new address, has change in guardianship, has not requested services or has had an interruption in services during the current year or previous years.

This type of student will require current proof of residency submitted with the RFT. Please see the back of this form for acceptable forms of residency. It is highly suggested to submit a birth certificate, also.

\*A student that is attending the same school as the previous year, has not moved or changed guardianship, nor had an interruption in services is considered RENEWAL W/NO CHANGES.

\*Charter, Parochial, & Non-Public Schools are not required to complete nor submit and RFT on a guardian's behalf. The guardian is required to submit the RFT directly to Akron Public Schools for transportation consideration.

\*The RFT is only for students in grades KG to 8th attending Charter, Parochial, & Non-Public Schools. APS and High School students may not use the RFT.

## GUARDIAN SIGNATURE IS REQUIRED:

By signing and dating this form (required), I state that I have read and agree to the stipulations listed.

Furthermore, I am requesting consideration for transportation services for the above-named student/s. Completion of this form request DOES NOT GUARANTEE transportation services for my student/s.

X \_\_\_\_\_ X \_\_\_\_\_  
 Signature of Requestor Date

APS USE ONLY: \_\_\_\_\_ DIRFT \_\_\_\_\_ DCUST \_\_\_\_\_ DGRD \_\_\_\_\_ DBIST/DMISC/OTHER \_\_\_\_\_  
 SCH USE ONLY: \_\_\_\_\_ MKV (Requires completed Determining Eligibility Form submission) (valid ONLY 8/1 TO 6/30 of current sch yr)



## **REQUIRED FOR TRANSPORTATION CONSIDERATION**

- \* Form request type (MARK ONLY ONE TYPE)
- \* School of attendance (MARK ONLY ONE SCHOOL)
- \* Student's Legal Birth Name/s (as appears on birth certificate)
- \* Student's Birthdate
- \* Student's Grade Level
- \* Guardian and/or Alternate Transportation Party Name
- \* Relationship to Student—must notify of change
- \* Complete Address—must notify of change
- \* Contact Number/s—must notify of change
- \* Guardian Email—REQUIRED; must notify of change
- \* Should you move, transfer schools, and/or change guardianship, you must complete a new RFT.

### **APPLICABLE DOCUMENTATION**

- \* **Proof Of Residency**  
Must be visibly dated and no more than 60 days old (unless a current completely signed lease):  
Bank Statement, Paystub, Letter from Government or Legal Agency, Computerized Billing or Rental Statement/Receipt, Utility Bill or Turn On Notification, USPS Change of Address Confirmation Letter, Current Yearly Lease with Tenant & Landlord signatures, etc. **No Handwritten, mass mailers, or junk mail will be accepted.**
- \* **Custody Information** (if applicable)  
Must be court stamped and in its entirety. May also include and/or require Marriage Certificate
- \* **Death Certificate of Guardian** (if applicable)  
Must be legally issued from Department of Health
- \* **Birth Certificate** (if applicable)  
Strongly suggested to provide a birth certificate for all incoming KG/new to school students and /or students that have never been enrolled in Akron Public Schools for timely processing of your request

### **TRANSPORTATION CONTACT INFO**

Akron Public Schools 330-761-1390 EXT 1  
Petersmann Bus Co. 330-761-1390 EXT 6  
Transportation Services 330-761-2738

*\*APS is not responsible for providing transportation services for any student with an IEP marked as requiring transportation services. Please contact their school of attendance for transportation services.*

## **RFT GENERAL INFORMATION**

- ◊ Completion of this form does not guarantee eligibility for transportation services. APS Transportation Department determines eligibility.
- ◊ Must reside within the Akron Public School District Not eligible for out-of-district students.
- ◊ For consideration of Transportation Services only
- ◊ May list up to 4 students on this form
- ◊ Only one school may be listed per form
- ◊ Must be from a residential, not business address, and reside over 2.0 miles from school of attendance
- ◊ Must be within 30 min or less travel time by bus
- ◊ Required yearly and/or any time there are changes in school, address, and/or guardianship
- ◊ Must be submitted no later than July 1st to be considered for and/or routed for transportation services by the beginning of school year; preferably by June 1st of the previous school year
- ◊ May be submitted year-round once school is in session
- ◊ Late entry of the RFT (after July 1st - October 1st) at the beginning of the school year may result in a 10-14 business day delay in processing (not counting holidays and weekends)
- ◊ Payment-in-Lieu eligibility is at the sole discretion of Akron Public Schools. Must be submitted prior to November 1st to receive full stipend amount; subject to pro-rated amount after that date
- ◊ Denial letters for missing documentation or change in status will be mailed to residential address on file. Denial will cause a delay in routing consideration.
- ◊ Can re-apply at any time.
- ◊ Schools will provide routing information once approved

### **BUS STOP INFORMATION**

- ◊ Stops may be up to 1/2 mile from residence
- ◊ Students must be at stop 5 minutes prior to scheduled pick-up time to assure timely operation
- ◊ Buses will not wait for students for more than 1 min from the normally scheduled departure time
- ◊ KG & 1st grade students must be accompanied at stop location by an adult
- ◊ Services will automatically be cancelled after 15 school days of inactivity
- ◊ When Akron Public Schools is closed for inclement weather, no transportation services will be provided.

25/26

Akron Public  
Schools

KG-8TH

## ***Request For Transportation Services Form***

### ***For Charter, Parochial & Non-Public School Students ONLY***

Schools are not required to submit this form to the APS Transportation Department!

Legal Guardian/s are required to complete this form. Submission of this form and necessary documentation does not guarantee transportation services.

### ***May not be used for any student attending an APS and/or High School***

If your student in High School (Grades 9-12) attending an APS, Charter, Parochial, or Non-Public School, please contact Merge Freeman for a Metro bus pass at (330) 761-2961 or [mfreeman@apslearns.org](mailto:mfreeman@apslearns.org).

*\*\*Students attending any APS schools in Grades KG-8th are automatically sent for routing consideration—no form is required.*

*Helping to serve our Community, Schools,  
and Families one child at a time!*