



Jean Baptiste Beaubien School

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**School Year 2018-2019**  
**Student Transportation Procedures**

Dear Parents/Guardians:

School bus service is provided to eligible students enrolled in specified programs and schools that meet the transportation eligibility standards approved by the Board of Education of the City of Chicago. This letter is provided as a reminder that the Application for School Bus Service, the "White Form", must be returned to the main office so Beaubien can enter the request by **June 1, 2018**. If you complete any of the optional transportation forms below, please return them to the main office along with the "White Form". After review and approval, Beaubien will forward the forms to Student Transportation Services (STS) for final review and approval in conjunction with routes that will be developed during the summer for the beginning of the new school year.

**Mandated Form:**

**"Application for School Bus Service – White Form"**: Parents of students currently enrolled and receiving bus service as well as students enrolling for next school year and desiring bus service are required to complete the form annually. The form must be submitted to Beaubien by **June 1, 2018**, if bus service is desired for the start of the next school year.

**Optional Forms:**

Parents/Guardians may also complete and submit the following transportation request forms, if applicable, to Beaubien along with the "Application for School Bus Service – White Form". Any optional transportation forms received by Beaubien after the **June 1, 2018** deadline may still be forwarded to STS; however, STS does not guarantee the requests will be processed and approved changes made by the first day of the school year.

**"Sibling Transportation Request – Yellow Form"**: Parents/guardians may use this form to request transportation for their children who are not eligible for bus service but who attend the same school as a sibling who is eligible for bus service. Siblings must also have the same parents/guardians and live at the same address to qualify.

**REMINDER**: Once siblings have been approved for transportation, this form *no longer needs to be submitted each school year* - as long as the eligible student and the approved siblings are still enrolled at the same school, live at the same address, and have the same guardian. If the students are new to the school, the parent/guardian should complete a new Sibling Transportation Request form and submit it to Beaubien for processing. The request does not follow the students if they transfer to a new school.

**"Chicago Park District – Park Kids Program Request – Green Form"**: Parents/guardians may request bus service in the afternoon to an approved Chicago Park District-Park Kids Program. Please be aware that service to a Park Kids Program is not funded by Chicago Public Schools, therefore, approval is limited to the policies outlined at the top half of the form.



Parents/guardians are responsible to make other arrangements for their children to get to the Park Kids Program until they are notified their request has been approved.

REMINDER: In order to expedite the review process of Park District requests, STS has "Pre-Approved" some parks for schools that traditionally have students participating in Park Programs. Beaubien Pre-Approved sites are Eugene Field Park, Portage Park and River Park. The service to Pre-approved parks will begin Monday, September 17, 2018. Families may still opt to apply for bus service to Chicago Park District programs that are not on the Pre-Approved list. Those forms will be processed after the first day of school and service to those parks will begin on Monday, September 24, 2018.

**"Day/Child Care Bus Stop Change Request – Blue Form"**

This form can be completed by parents/guardians of Diverse Learner students eligible for bus service who are requesting a change from home pickup and drop-off to a day/child care location.

**"School Bus Stop Change Request – Gray Form"**: Students are generally assigned to their neighborhood elementary school as their bus stop. Parents may request a change in the assigned bus stop location to another CPS school site location. Parents/guardians of regular education students are to use this form to request a stop change to a CPS school site that is close to a day/child care provider.

Please contact Beaubien or Student Transportation Services to see if the following form is applicable for your child:

*-Application for Determination of a Serious Safety Hazard*  
*-Prior-approved Safety Hazards are reviewed yearly and may be reversed if no longer appropriate*

Completed forms should be returned to the Beaubien main office (do not send forms directly to STS). Please contact the main office for additional information concerning bus service. All student transportation eligibility standards, forms, policies and procedures are available at the Beaubien main office or on the CPS web site:

<http://www.cps.edu/Programs/Pages/Transportation.aspx>

Additionally, transportation Forms may be found at:

<http://www.beaubienelementary.org>

Thank you,

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