



3832 Ridge Road, Cleveland, OH 44144 * Office: 216.634.7021 * Fax: 216.634.7025 * www.cmsdnet.net

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Memorandum:

To: Principals/Transportation Coordinators
From: Lucille Sharp
Department of Transportation CMSD
(216) 838-0963
Date: August 22, 2016
Re: Transportation Reimbursement

We have come to the close of the 2015/2016 school year and soon will commence the 2016/2017 school year. This correspondence is to remind you of the form of transportation available to the Cleveland Metropolitan School District students attending your schools. The eligible students attending Community, Voucher, and Private schools will be provided with Parental Reimbursement (payment-in-lieu of transportation waiver form) or RTA tickets (form 519).

Grades K-6 must reside in Cleveland at a distance of 1 mile or greater. From the Community, Voucher, or Private school to be eligible for Reimbursement ONLY if there is no CMSD bus pickup in your area.

Grades 7-12 must reside in Cleveland at a distance of 1 mile or greater from the Community, Voucher, or Private school to be eligible for RTA passes.

In preparation for the upcoming school year, there have been some changes. All parents' payment-in-lieu contracts will be mailed to me. The contract will be mailed to the school to hand out to the parents. The 501/501-2 forms will be mailed in at the end of the school year at which time I will send all student contracts to the school for the students' attendance.

In order for parents to receive reimbursement for the entire 2016/2017 school year, this office **MUST** receive all payment-in-lieu of transportation waiver forms no later than **Friday, September 30, 2016**. These forms must be mailed to:

Cleveland Metropolitan School District
Transportation Division
Attn: Lucille Sharp
3832 Ridge Road
Cleveland, Ohio 44144

*****MUST BE MAILED ONLY; REIMBURSEMENT FORMS WILL NOT BE ACCEPTED VIA FAX*****



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This letter serves to inform you of important changes to the Cleveland Metropolitan School District's (the "District") transportation policy and protocols that are expected to impact your school. Effective immediately, students in grades seven (7) through twelve (12) who reside within the District who choose to attend non-public schools will be eligible to receive transportation services provided by the District through the Regional Transit Authority (RTA) if they live **one (1) mile** or greater from the school in which they attend. In accordance with the requirements of the Ohio Revised Code, this is the same criteria used to determine whether students who attend school within the District are eligible for RTA transportation.


This year, and based on the District's contract with RTA, all students, public and non-public alike, who are eligible to receive RTA transportation will be required to show an ID badge pass in order to board an RTA bus. This requirement is different than in years past, where non-public students were given single-ride tickets instead of being required to use a pass card. Although the District will make the pass cards available to all eligible students, there are several important steps that must be completed before student passes can be generated. Thus, the District is requesting that your school complete the following steps, paying close attention to the deadlines.


- 1) As soon as possible, your school must submit a copy of the **512 form** identifying students for whom you are requesting transportation. You must also submit a roster including each student's **name, address, grade, and State ID Number**, as well as a **headshot photograph of each student in a .jpeg file format** (using file names that appropriately identify the student). This information must be submitted directly to Lucille Sharp via email (lucille.sharp@clevelandmetroschools.org) or mailed /hand-delivered at the 3832 Ridge Road Transportation Department. Ms. Sharp can be contacted at 216-838-0963. The absolute deadline for submitting this information is **November 1, 2016**. However, pass orders will be processed as they come in, so submitting this information as soon as possible is recommended.
- 2) As soon as the District receives the required information, it will verify student ridership eligibility and generate pass cards for each eligible student. Once the pass cards are ready, you will be notified that they can be picked up from the District.
- 3) In the interim period until pass cards are distributed, a representative from your school must report every two weeks to the District's Transportation Department, located at 3832 Ridge Road, to pick up paper tickets for students in 2-week increments. Paper tickets will only be provided until pass cards are available for your school's students, and no paper tickets will be provided beyond November 1, 2016 if the above-required information has not been submitted. Again, it is recommended that the required student information is submitted as soon as possible to terminate the need for picking up the paper tickets.

- 4) In the event a student loses their pass card, reprinted pass cards can be requested by emailing Sergeant Greg Williams (gregory.williams@clevelandmetroschools.org) and identifying the students for whom replacement cards are being requested. Although the first replacement card for each student will be issued free-of-charge, there is a \$10 fee for all future replacements. This is the same protocol applied to students who attend a District school.

Finally, please be aware, and remind your students, that appropriate behavior is expected of all students who receive RTA transportation. District policy provides for high school students who engage in certain crimes on RTA buses or at transportation stops to forfeit their privilege to receive RTA transportation. More information can be found in District Board Policy EEA.

Thank you in advance for your work on this matter. Though it will be a lot of work up front, it will go a long way to providing improved transportation services for your students and eliminate the headache of regularly needing to manage paper ticket distribution. If you have any questions regarding the transition process, please let me know and I will be happy to assist you.


Eric Taylor, Executive Director of Transportation


Patrick Zohn, Chief Operating Officer

CLEVELAND METROPOLITAN SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT

PARENTAL CONSENT FORM

NAME OF PARENT OR GUARDIAN _____

NAME OF STUDENT _____

ADDRESS _____ ZIP CODE _____

SCHOOL _____ GRADE _____

PUBLIC SCHOOL DISTRICT: CLEVELAND METROPOLITAN SCHOOL DISTRICT

In accordance with Ohio Revised Code Section 3327.02, the Board of Education of the Cleveland Metropolitan School District has declared by resolution that transportation by school conveyance is impractical for your child or children. However, in lieu of providing such service, the Board agrees to:

- (1) Provide one (1) RTA tickets per child per day for each day he/she is in attendance.

I agree to the following.

RTA TICKETS _____
Date

Parent or Guardian

**ALL INFORMATION NEEDS TO BE FILL OUT. ONE CONTRACT PER STUDENT.
IN ORDER FOR THE CONSENT FORM TO BE VALID A PARENT/GUARDIAN NEED TO
SIGN AND DATE.**

The primary goal of the Cleveland Metropolitan School District is to become a premier school district in the United States of America.