



PREPARING STUDENTS  
**FOR LIFE**

**CPS Access Pupil Transportation Office**

★ P.O. Box 5381 ★ Cincinnati, OH 45201-5381 ★ Phone: 513-363-RIDE (7433)★

**Latch Key and /or Alternative Stop Supervision Request Form 2020-2021**

1. For safety reasons, students receiving Curb-to-Curb service (Special Needs) and Kindergarten students are required to be accompanied or met at the bus stop by a responsible adult unless the parent completes a request for the Latch Key service.
2. Parents/Guardians requesting the Latch Key option assume all responsibility for the child before and after the bus leaves the stop location
3. The Transportation Branch does not encourage use of the Latch Key option but will honor the request of the parent/guardian.
4. Only parents/guardians are authorized to meet the child at the stop location. Individuals authorized to provide Alternative Stop Supervision must be listed in the space available.
5. Approved Latch Key or Alternative Stop Supervision Service will be continued from one school year to the next and does not require additional requests.

The policies and review procedures for each request type are available at all schools receiving CPS transportation service and on the CPS Web Page: <http://www.cps-k12.org/parents-students/transportation>.

**School Session:** Summer School -2020 \_\_\_\_\_ Regular School Year: \_\_\_\_\_ Summer School -2021 \_\_\_\_\_

**School of Attendance:** \_\_\_\_\_ **School #:** \_\_\_\_\_

**Student Name(s)** (Last/First) \_\_\_\_\_ **Grade** \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

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

**Latch Key and /or Alternative Stop Supervision Request** (*Curb-to-Curb Service- Special Needs and Kindergarten* )

\_\_\_\_\_ My child has permission to utilize his/her personal house key and enter the house unattended.

\_\_\_\_\_ The following individuals other than myself are authorized to meet my child at the stop location (List Below):

Alternate 1 \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate 2 \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate 3 \_\_\_\_\_ Phone: \_\_\_\_\_

As parent/legal guardian of the above noted child(ren), I request the changes to my child(s) transportation arrangements. I have read, understand and will comply with the policies pertaining to the requests being made:

\_\_\_\_\_ Phone \_\_\_\_\_ Date: \_\_\_\_\_

*Signature of Parent/Guardian Required*

**Email completed form to [cpstrans@cps-k12.org](mailto:cpstrans@cps-k12.org) or return to your child's school.**