

**MEMORANDUM**

To: Principals/Transportation Coordinators

From: Lucille Sharp  
CMSD Department of Transportation

Date: Aug 01, 2024

Re: Transportation

This correspondence is a reminder for you to submit a roster of eligible students for transportation. This year, the Cleveland Metropolitan School District will be transporting all District and non-public student's grades K-8 at one (1) mile or greater for transportation eligibility. Grades 9-12 must reside in Cleveland at one (1) mile or greater to be eligible for RTA Badges. If your school student resides out of the boundary for transportation on a school bus, parent reimbursement will be available.

Parents are to submit reimbursement information, including a picture ID and proof of residency, to their school instead of coming to the Transportation office. The school will submit a compiled list of eligible students with all relevant information to Lucille Sharp hand delivery or by mail transportation to verify eligibility. Ms. Sharp will be sending the recently update parent reimbursement forms to your schools. All payment in-lieu-of transportation waiver forms and required documentation must be submitted by October 13, 2024.

Please do not hesitate to contact Ms. Sharp at 216.838.0963 with any questions.

**Chief Executive Officer**  
Dr. Warren G. Morgan II

**Board of Education**  
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Transportation Division

**PAYMENT-IN-LIEU OF TRANSPORTATION WAIVER FORM**

Parent/Guardian \_\_\_\_\_ School year: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: OH Zip code: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name of Students (s): \_\_\_\_\_ Grade: \_\_\_\_\_ School Attending and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Cleveland Metropolitan School District, after examination of factors as identified in paragraph 3327.02 of the Ohio Revised Code, has declared by Board resolution that such transportation by school conveyance is "impractical" and hereby agrees to pay the parent or guardian of said pupil in lieu of providing such service. Payment shall be based upon the reimbursement rate set by the Ohio Department of Education, and shall not exceed the average cost of transportation per pupil in the State of Ohio.

Date: \_\_\_\_\_  
Signature - School district official

**PARENT CERTIFICATION**

I hereby ACCEPT the decision of said Board of Education to offer payment-in-lieu of transportation, and I agree to provide transportation to and from school for the student(s) named above for the consideration named.  
Date: \_\_\_\_\_  
Signature - Parent/Guardian

I hereby REJECT the decision of said Board of Education to offer payment-in lieu of transportation. \*\*  
Date: \_\_\_\_\_  
Signature - Parent/Guardian  
  
\*\*Upon rejecting payment in lieu of transportation, you have the right to request mediation. That mediation will be initiated by the Department of Education upon your written request directed to the appropriate Area Coordinator's office of the Ohio Department of Education.

*This form must be signed and returned by October 13, 2024*

**FAILURE TO RETURN THIS FORM BY THE IDENTIFIED DATE SHALL CONSTITUTE A WITHDRAWAL OF YOUR REQUEST FOR TRANSPORTATION SERVICES.**

**WHAT IS ACCEPTED AS PROOF OF ADDRESS:**

1. WATER BILL
2. ELECTRICITY BILL
3. GAS BILL
4. SEWER BILL
5. LEASE AGREEMENT FOR YOUR RESIDENCE
6. MORTGAGE STATEMENT OR CONTRACT
7. IF LIVING WITH FAMILY OR FRIENDS LETTER HAS

TO BE NOTARIZE WITH THE PARENT / STUDENTS NAME AND A COPY OF  
ONE OF THAT FAMILY OR FRIENDS BILL.

**WHAT IS ACCEPTED FOR PHOTO ID:**

PASSPORT

DRIVING LICENSE

STATE ID

**NO P.O. BOX ADDRESSES**