

MEMORANDUM

To: Principals/Transportation Coordinators

From: Lucille Sharp
CMSD Department of Transportation

Date: June 5, 2026

Re: Transportation

Chief Executive Officer
Dr. Warren G. Morgan II

Board of Education
Sara Elaqaad, J.D.
Board Chair

Leah D. Hudnall
Board Vice Chair

Anne E. Bingham
Robert W. Briggs, J.D.

Robert M. Heard Sr.
Diana Welch Howell

Denise W. Link
Nigamanth Sridhar, Ph.D.
Lisa Thomas, Ph.D.

Ex Officio Members
Michael A. Baston, Ed.D., J.D.
Laura Bloomberg, Ph.D.

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 30, 2026**

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



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.**

Please return this form back to the assigned school your students attend by October 30, 2026.

If you have any questions or concerns, please feel free to contact us at 216-838-0963 or you can call our main number at 216-838-4BUS (4287).

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

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