



Birchwood School  
of Hawken

## **Bus Transportation / Payment in Lieu of Transportation for Students in K-Grade 8**

### **Transportation for K-Grade 8:**

Students are transported to school by parents or guardians unless they have been assigned to the Avon, Avon Lake, Cleveland\*, or Westlake buses.

### **Payment in lieu of transportation:**

If a family lives more than one mile from the school and less than 30 minutes school bus driving time, parents can apply for transportation reimbursement. Each school year, parents must contact the school district they reside in and ask for payment in lieu of transportation. The office will supply an application form or direct you to an online form. Please contact your school district before mid-September to meet early fall deadlines. Payment will be mailed in August of the following year. **Please note** that: Avon, Avon Lake and Westlake residents do not have this option because a bus is provided.

### **\*Cleveland Bus:**

The Cleveland bus is only available for a small portion of the West Park area for students in K-grade 6. The guidelines for the payment in lieu of transportation and RTA tickets are as follows:

- K-grade 6 payment in lieu of transportation is available only if no school bus is provided
- RTA tickets will not be available for K-grade 6 students
- Regardless of whether or not you have a school bus, students in grades 7-12 are RTA only
- Students in Ohio may be assigned to a bus stop up to one-half mile from their home

The Cleveland Metropolitan School District (CMSD) has implemented changes to the transportation reimbursement process for residents. The process will no longer involve Birchwood's main office. Parents wishing to claim reimbursement must go directly to the CMSD transportation office. To be eligible for transportation, students in K-grade 6 must reside in Cleveland at a distance of one mile or greater from the community, voucher, public, or private school. A parent or guardian must come to the office below to verify a transportation request and provide proof of residency\*:

CMSD c/o Ms. Lucille Sharp  
3832 Ridge Rd.  
Cleveland, Ohio 44144  
216-838-0963

Through September 30 — 6 a.m.-6 p.m.

After September 30 — 6 a.m.-2:30 p.m.

\*Please make sure to bring your driver's license **AND** a current utility bill (water, electric or phone). The items you bring must clearly state your name and address.