

Dear Open Enrollment Parent/Guardian:

As an open enrollment family, transportation of your child is your responsibility and continues to be your responsibility until you have applied for and have been accepted for bus ridership. However, the District may allow open enrollment students to use District transportation services at existing routes and stops to the extent capacity exists after the transportation needs of resident students have been met. We will begin assessing the transportation needs of resident students over the summer in order to accommodate additional open enrollment riders if capacity exists, and we will collect applications from any open enrollment families who wish to obtain bus service.

Please keep in mind that:

- A separate bus application must be submitted for each student.
- **A student MUST BE accepted through Open Enrollment for the 2025-2026 school year and MUST BE registered for the 2025-2026 school year in order to apply.** A parent/guardian must enter their student's permanent ID number issued by the school of acceptance.
- No new stops will be added to accommodate additional riders, and no students will be allowed to enter or exit the bus at a stop that does not allow for safe access to the adjoining neighborhoods.
- Ridership opportunities are limited to the current capacity of the buses. No buses will be added to allow for more riders.
- Additional riders will be limited at each stop in order to eliminate traffic congestion in the neighborhood.
- Children in Kindergarten will not be picked up or dropped off at a stop unless their parent or another authorized adult is with them.
- **This accommodation is being made for this school year only and may not be available in future school years.**

All requests received by Friday; July 18th will be given consideration according to CFSD Governing Board Policy JFB Open Enrollment.

If the capacity of our buses is insufficient to accommodate all requests submitted during the bus application period (Feb 1st through July 18th), priority for such services will be based on this order of priority:

- Resident transfer pupils
- Nonresident pupils requesting the same bus and bus stop as previously approved at their current school in the prior school year, and any sibling who would be enrolled in the same school with such pupils.
- Nonresident pupils requesting bus service who were not approved at their current school in the prior school year.

Families will be notified by email in mid-August regarding their bus application status. *Requests received after July 18th will be considered in the order that they are received and status notification will be provided in a timely manner.*

The application requires you to determine the bus number and the bus stop location that you would like to access. Bus schedules are available on the district website: <https://www.cfsd16.org/> Click on Parents, then Transportation & Bus Schedules. For new to CFSD families, instructions to access bus schedules were provided in the Superintendent's status notification email of open enrollment acceptance.

Please note that if the requested information on the application is incomplete or if an inaccurate bus number and/or bus stop location is requested, then the request will not be considered.

Bus applications received during the application period (February 1st through July 18th) will be notified by email in **mid-August** regarding the application status.

A separate bus application must be submitted for each student.

To submit a bus application, click here <https://cfsd16.wufoo.com/forms/w1ofhjzb0cjve1w>