

Transportation Request Form

This form must be completed and submitted to Licking Heights Transportation no later than October 31 of the current school year. Requests submitted after this date may not be approved, or payment may be pro-rated in accordance with the date the form is received. If a Type IV Contract is approved, you do not need to submit a new Request Form for subsequent years provided there are no changes to the student's enrollment or residency.

STEP 1: STUDENT AND PARENT/GUARDIAN INFORMATION

Parent/Guardian Name:			
Street Address:		City:	Zip:
Email Address:		Phone Number:	
Student's Name:	Grade:	School Attending:	School Address:

I hereby request transportation for my child(ren) to the above named private school.

Signature

Date

STEP 2: DECISION OF PRACTICALITY/TYPE IV CONTRACT

The Licking Heights Local Board of Education has declared that transportation by school conveyance is impractical for your child(ren) under section 3327.01 of the Ohio Revised Code due to the reason(s) indicated below. However, the Board would agree to pay the parent/guardian of said child(ren) in lieu of providing such service.

- ☐ The time and distance required to provide the transportation
- ☐ The number of students to be transported
- ☐ The cost of providing transportation in terms of equipment, maintenance, personnel, and administration
- ☐ Whether similar or equivalent service is provided to other students eligible for transportation
- ☐ Whether and to what extent the additional service unavoidably disrupts current transportation schedules
- ☐ Whether other reimbursable types of transportation are available

Treasurer, Licking Heights Local School District

Date

STEP 3: PARENT/GUARDIAN ACCEPT OR REJECT

Please check the appropriate statement below, sign and promptly return to Licking Heights School District at 6539 Summit Road, Pataskala, OH 43062

- ☐ I agree to the above decision of the Licking Heights Board of Education
- ☐ I do not agree with the above decision of the Licking Heights Board of Education

Signature

Date

Upon return of this contract to Licking Heights Local Schools and verification of attendance and residency, payment will be made to parents/guardians qualifying for reimbursement. The amount of reimbursement will be determined by the Ohio Department of Education. Mediation procedures are conducted by the Ohio Department of Education when requested by a parent who has rejected payment in lieu of transportation.