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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

August 1, 2012

Dear Columbus City Schools High School Parent:

As you may be aware, Columbus City Schools has COTA bus passes available to CCS high school students who meet any of the following criteria:

- COTA bus transportation is used by the student in order to complete his/her internship and/or community service hour requirements for graduation.
- COTA bus transportation is used by the student in order to attend classes located at a local college or university (Post-Secondary Educational Options, Seniors-to-Sophomores, DeVry Advantage Academy, etc.).

The COTA bus pass program is part of an investment Columbus City Schools makes in our students to help them fulfill their specific educational goals and requirements.

Should your child meet the above eligibility criteria, he/she may pick up a CCS COTA Bus Pass at their high school, beginning Monday, August 20, between the hours of 7:30 AM to 2:30 PM. In order to secure their 2012-2013 COTA bus pass, the parent will need to complete the attached form and send it with your child when they go to their high school to pick up their bus pass.

During the 2012-2013 school year, each ride that a student takes on a COTA bus costs Columbus City Schools \$1.00 (with each bus transfer costing an additional \$1.00). The school district has been able to continue to provide the COTA bus pass program only as a result of implementing limitations that contain program costs; including, terminating passes for any student found to be abusing their riding privileges (including excessive use or misbehavior), restricting hours of ridership from 5:30 AM to 8 PM, and increasing the number of "black-out days/dates" (including Saturdays, Sundays and non-school days).

2012-2013 BLACKOUT DATES INCLUDE:

- All Saturdays and Sundays
- Labor Day (9/3/12)
- Capital Day (10/19/12)
- Parent/Teacher Conference Day (11/21/12)
- Thanksgiving Day (11/22/12)
- Friday after Thanksgiving (11/23/12)
- Winter break (12/24/12 through 1/7/13)
- Dr. Martin Luther King, Jr. Day (1/21/13)
- Spring break (3/29/12 through 4/5/13)
- Memorial Day (5/27/13)
- Independence Day Holiday (7/3/13 and 7/4/13)
- Independence Day Holiday (7/3/13 and 7/4/13)
- ComFest (Date TBD)
- Columbus Jazz & Ribs Fest (Date TBD)
- CCS Summer break (6/15/13 to 8/15/13)

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

REPLACEMENT OF LOST OR STOLEN BUS PASSES

Replacement passes are available by completing a “COTA Pass/Student Replacement ID Request Form” (available at the student’s home high school), and presenting the completed form in person to the District’s Transportation Services Department. Hours of operation for replacement passes are Tuesdays and Thursdays from 8:00-11:00 and 1:30-4:00. The student must also present a photo ID (state id, leisure card, passport, prior year id). There is a \$25 replacement fee (cash only) for all replaced cards.

SPECIAL NOTICES

While CCS anticipates being able to continue COTA bus pass service through September 30, 2013, unexpected revenue reductions and/or the excessive use of the COTA bus passes by students could force the district to change ridership eligibility guidelines during the school year.

The COTA bus passes increased from 90¢ per ride last school year to \$1.00 per ride this school year. It is most certain that there will be changes in ridership eligibility for the 2013-2014 school year in order for the program to remain within budget. Students who may need COTA passes to complete their internships and community service hour requirements should plan accordingly, and avoid waiting until their senior year to complete these expectations for graduation.

Columbus City Schools will provide updates regarding the COTA bus pass program, and in particular the changes that will need to be made to next year’s ridership eligibility plan as information becomes available.

Respectfully,

A handwritten signature in black ink, appearing to read "John D. Stanford", written over a light-colored rectangular background.

Dr. John D. Stanford
Deputy Superintendent



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2012-2013 CCS COTA BUS PASS PARENT REQUEST FORM

In order for your child to be provided with a COTA bus pass for the current academic year, it is necessary for you to complete and sign this form, and return it to your student's high school office. Upon receipt of the signed form at your child's school, he/she will be issued a COTA Bus Pass for the 2012-2013 school year.

Your signature affirms that you have discussed the expected behavior your child should exhibit when at a COTA bus stop and/or when riding the bus, as outlined in the Columbus City Schools Student Code of Conduct.

COTA BUS PASS PARENT REQUEST AFFIDAVIT

I, _____ (*signature*), request that my child,

_____ (*printed student name*), be issued a COTA
bus pass for the 2012-2013 school year. I have read the above-listed ridership criteria and I acknowledge
that my child's COTA pass may be revoked if it is determined that he/she has misused these privileges or
behaved in a manner inconsistent with the CCS Student Code of Conduct. I can be reached at

_____ (*telephone number*) to answer any questions and/or to verify my request and
signature. Dated: _____.

**The completed form should be submitted to your student's high school office,
at which time he/she will be issued a 2012-2013 COTA Bus Pass.**