



**Regular bell changes:**

Every spring, the CTA requests your school's new bell schedule. If we do not receive complete information from you by the date specified, the CTA will assume that your school's regular bell-times will remain the same as the previous year and/or that current service will not need to be modified. If your school's regular bell-times are changed any time after **May 29<sup>th</sup>, 2020**, the next opportunity to adjust bus schedules will be in December of 2020.

**New school service (i.e. changes in routing, stops, school location, etc.):**

Please provide the request and appropriate justification in writing on school letterhead, signed by a school administrator. Scheduled frequency of service is regulated by CTA *Service Standards*, which incorporate resource availability and passenger demand, verified by periodic field observations. Please allow the CTA time to review your request, and perform an analysis of the current service available.

*Send requests to:*

*Chicago Transit Authority*

*C/o Jacob Connor, Coordinator, Special Events Service Planning*

*567 W. Lake Street Chicago, IL 60661-1465.*

**CTA 28-DAY NOTICE POLICY FOR *SPECIAL BELL CHANGES*:**

In order to provide an accurate analysis of transit service to your school, staff will only review requests provided with a minimum of 28 day notice. Please be advised that requests submitted to the CTA with less than 28-day notice will be denied.

If your special bell schedule changes at any time during the school year, please provide the bell change information via email, to Jacob Connor, Coordinator, Special Events Service Planning, at [jconnor@transitchicago.com](mailto:jconnor@transitchicago.com).

Thank you in advance for your cooperation! We look forward to serving your school community.