

Transportation For Homeless Students

Date: \_\_\_\_\_

Dear Parent/Guardian:

You requested that your child continue to attend his or her school of origin while you are living at your temporary location. The Transportation Office recommends the following transportation arrangements.

Student's Name: \_\_\_\_\_ School: \_\_\_\_\_

Location of School: \_\_\_\_\_ Start Time: \_\_\_\_\_ Dismissal Time: \_\_\_\_\_

**PGCPS School Bus**

AM pick-up location: \_\_\_\_\_ Bus Route No. \_\_\_\_\_ Time \_\_\_\_\_

Transfer location (if two buses): \_\_\_\_\_ Second Bus No. \_\_\_\_\_

PM drop-off location: \_\_\_\_\_ Bus Route No. \_\_\_\_\_ Time \_\_\_\_\_

Transfer location (if two buses): \_\_\_\_\_ Second Bus No. \_\_\_\_\_

These buses will begin transporting your child on \_\_\_\_\_ . The telephone number at the bus lot is

\_\_\_\_\_. Please call if you have any problems.

**Private Transportation Company** Name of Company \_\_\_\_\_

AM pick-up location: \_\_\_\_\_ Time \_\_\_\_\_

PM drop-off location: \_\_\_\_\_ Time \_\_\_\_\_

This service will begin transporting your child on \_\_\_\_\_ . Please call \_\_\_\_\_ if you have any questions or problems.

**Metro Bus** PGCPS will provide a Metro Bus pass or tokens.

•This is an elementary-school-aged child so a Metro Bus pass will be provided for you also.

AM pick-up location: \_\_\_\_\_ Bus Route No. \_\_\_\_\_ Time \_\_\_\_\_

Transfer location (if two buses): \_\_\_\_\_ Second Bus No. \_\_\_\_\_

PM drop-off location: \_\_\_\_\_ Bus Route No. \_\_\_\_\_ Time \_\_\_\_\_

Transfer location (if two buses): \_\_\_\_\_ Second Bus No. \_\_\_\_\_

The pass(es) tokens will be delivered to you on \_\_\_\_\_ . If you have any questions about this routing, please call \_\_\_\_\_ .

- Mileage prepayment** – You have agreed to drive your child to and from school. PGCPS will give you money in advance to pay your expenses. You will be paid at the approved federal mileage reimbursement rate. The money will be delivered to you on \_\_\_\_\_ and once every week/month until you move.

These transportation arrangements have been made especially for your child(ren). If you move, you must tell us so we can stop these arrangements. If you move and need different transportation arrangements, please call us right away at 301-952-6570 to tell us about any changes. If a problem arises regarding transportation, you can contact the Transportation Department at 301-952-6570 or by email at [Transpor@pgcps.org](mailto:Transpor@pgcps.org). The email and phone bank will be monitored 6:00 a.m. - 6:00 p.m. weekdays. After 6:00 p.m., contact School Security at 301-449-7001.

If you do not agree with these transportation arrangements, you have a right to appeal. If you want to appeal these arrangements, please fill out the attached Appeal Form and give it to the principal at your child's school.

Attached is a description of the types of transportation we can provide to homeless students.

## **INFORMATION FOR TRANSPORTATION OF HOMELESS STUDENTS IN PRINCE GEORGE'S COUNTY**

Important Information for Parents and Guardians of Homeless Students

### **Is transportation provided to homeless students?**

Yes, if the student requires transportation to attend the school that is determined to be in the student's best interest, comparable transportation services will be provided.

### **How do I ask for transportation for my child?**

Talk to the principal or the registrar at your child's school. They can put in the "Homeless Student Services" for request at the school the school verifies registration.

### **Who makes the final decision on transportation?**

The Transportation Department will make the final decision. They will consider travel time, convenience, safety and cost.

### **How long will it take for the transportation to start?**

It will take no more than three school days to get an answer. This is depending on if the Homeless Student Services form has been completed.

### **How will I find out what the transportation will be?**

You will receive a copy of the "Transportation for Homeless Student" form in the mail. It will tell you exactly what the transportation will be. You will be notified via telephone and mail.

### **How will my child get to school?**

Transportation may be by the following means:

- **School Bus:** Your child will not be required to ride more than 2 buses to and from school.
- **Private Transportation Company:** Your child may be placed in a private van, taxi, etc. If that happens, the school system will pay the cost. If your child is under 10, a parent or guardian may ride along, at our expense.
- **Metro Bus or Public Transportation:** The school system will pay the costs and give you passes or tokens. If your child is in elementary school, the school system will pay for you to ride with him or her.