

SAMPLE TRANSPORTATION LETTER

McKinney-Vento Homeless Education Program School of Origin Transportation Request

Date

Dear Parent or Guardian of (Student's Full Name),

The McKinney-Vento Homeless Education program at (District Name) has received and approved your request for School of Origin transportation services for your child.

Name	ID#	Grade	School of Origin

All students must be at the designated morning bus stop five minutes prior to (Morning bus pick-up time).

Your child's bus number is (Bus number) for morning transportation services and (Bus number) for afternoon transportation services.

If your child will not be at their designated morning bus stop, please contact the district Transportation Department by 5:30 AM at (Transportation contact information).

If you do not have access to a phone and know your child will not need bus services, please send a note with your child and the appropriate campus staff member will notify the Transportation Department.

Consequences of NO CALL

1 st NO CALL	Transportation personnel will contact parent or guardian to determine if transportation services are still needed.
2 nd NO CALL	Transportation personnel will contact parent or guardian to determine if transportation services are still needed.
3 rd NO CALL	McKinney-Vento Liaison notifies parent or guardian that transportation services will be placed on hold and assess if School of Origin transportation services need to be adjusted or discontinued.

Please let me know if you need any additional information or have any questions.

Thank you,

Name (LEA Designated McKinney-Vento Liaison)
Title
District Address
Phone Number
Email Address