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.

<table>
<thead>
<tr>
<th>Name</th>
<th>ID#</th>
<th>Grade</th>
<th>School of Origin</th>
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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

<table>
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<tr>
<th>1st NO CALL</th>
<th>Transportation personnel will contact parent or guardian to determine if transportation services are still needed.</th>
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<tbody>
<tr>
<td>2nd NO CALL</td>
<td>Transportation personnel will contact parent or guardian to determine if transportation services are still needed.</td>
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<tr>
<td>3rd NO CALL</td>
<td>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.</td>
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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