

Template Letter of Application to Operate Bus Pass or Card Program

October 3, 2024

School Transportation Unit
State Funding Division
Texas Education Agency
1701 North Congress Avenue
Austin, TX 78701

Dear School Transportation Funding Administrator:

Subject: Request for Approval to Receive Reimbursement for Bus [Passes *or* Cards] Issued through
Bus [Pass *or* Card] Program

I am requesting approval for [*name of school district or charter school*] to receive reimbursement for bus [passes *or* cards] it issues through its bus [pass *or* card] program, as authorized by the Texas Education Code, §48.151(l) and described in the *School Transportation Allotment Handbook*.

The program to be operated by our [school district *or* charter school] meets all requirements stated in the *School Transportation Allotment Handbook*. Our [district's *or* charter school's] completed Application Form for Bus Pass or Card Program is attached.

Sincerely,

[*superintendent's signature*]

[*superintendent's signature block*]

Enclosure