

DISTRICT LETTERHEAD

ABC ISD – McKinney-Vento Homeless Education Program - School of Origin Transportation Request

Date

Dear Parent or Guardian of _____(student’s name):

The McKinney-Vento Homeless Education program at (LEA 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 _____ (insert morning bus pickup time).

Your child’s bus number is _____ (insert bus number) for morning transportation services and _____ (insert bus number) for afternoon transportation services.

If your child(s) will not be at their designated morning bus stop, please contact the District’s transportation department by 5:30 AM (insert transportation contact information).

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

Consequences of NO CALL

- 1st NO CALL - Transportation personnel will contact parent or guardian to determine if transportation services are still needed.
- 2nd NO CALL - Transportation personnel will contact parent or guardian to determine if transportation services are still needed.
- 3rd 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

Title (McKinney-Vento Liaison)

District Address

Phone Number

Email Address