

DISTRICT LETTERHEAD / LOGO

Transportation Request

Dear Parent/Guardian,

As per your request, the McKinney-Vento Homeless Education program at (**LEA name**) will provide transportation to the following students listed below (*or in the case of an unaccompanied youth, at the request of the homeless liaison*) to and from the school of origin:

Student 1: _____ Grade: _____ Campus: _____

Student 2: _____ Grade: _____ Campus: _____

Student 3: _____ Grade: _____ Campus: _____

Student 4: _____ Grade: _____ Campus: _____

Name of Parent/Guardian: _____ Contact Phone Number: _____

Current address: _____ City: _____

It is **the parent/guardian(s)** responsibility to have the student(s) at the designated **AM bus pick-up** by the designated time and it is **the parent/guardian(s)** responsibility to be at the designated **PM bus drop-off**.

If your child(ren) **will not** be at designated bus stop, please contact the bus service by 5:30 a.m. for morning pick-ups and by 12:00 p.m. for afternoon drop-offs at **(512) 321-5262**.

- *If your student is a **NO SHOW** at the AM pick-up time, the bus driver will wait for approximately 5 minutes. If your student(s) is not there by then, bus driver will leave and it will be your responsibility to get student(s) to school.*
- *It will be your responsibility to contact the bus service before 12:00 pm for afternoon school drop off. If they do not hear from you on a no show day, they will not drop off student(s).*
- *Student is responsible for any and all make up work.*
- *If you know you will be dropping off or picking up student(s) for appointments etc, please call the bus service.*

Consequences of NO CALL/SHOW:

1. 1ST time NO CALL/SHOW- Warning to parent/student by transportation personnel.
2. 2nd time NO CALL/SHOW- Notice to Homeless Liaison, Homeless liaison notifies parent of 2nd warning.
3. 3rd time NO CALL/SHOW- Notice to Homeless Liaison and suspension of bus services
 - Please note that these consequences can/will result in suspension of bus services under the McKinney-Vento Homeless Program.
 - If you do not own a phone or have access to a phone and you know your child(ren) are not going to need bus services, **please send note with student to leave in the front office so that they can notify the Transportation department for either AM or PM.**

By signing this document, I understand all that is my parental responsibility and adhere to the contract between our transportation services and those of the district.

Parent/Guardian Signature

Date

Thank you.
Name
Homeless Liaison
LEA Name
Phone number
Email

Campus: Please return this form to:
Make a copy for the family for their records.

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