



Date:

Parent/Legal Guardian/Caregiver/Unaccompanied Youth:

Address:

Dear Parent/Legal Guardian/Caregiver/Unaccompanied Youth,

The purpose of the McKinney-Vento Homeless Assistance Act is to assist families that are experiencing homelessness or a temporary transition. We strive to remove barriers that would prevent your child from receiving a quality education.

(Enter district name) has been providing transportation for your child(ren), listed below, since (enter date transportation began).

Student Name	Student ID	Grade	School of Origin
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Our district has communicated with you on several occasions regarding issues with the regular use of transportation. Enclosed with this letter, you will find a copy of the Transportation Agreement you signed. The agreement outlines the expectations to receive transportation services under the provisions of the McKinney-Vento Homeless Assistance Act. Below is a summary of the Transportation Agreement:

- If your child will be absent from school for any reason, you must notify the transportation department by (enter time) by telephone at (phone number).
- If your child(ren) does not use the ride without letting transportation know, it is referred to as a “No load”. After 3-5 “No loads”, the district will suspend the transportation. You will have to meet with the McKinney-Vento Homeless Liaison at the school to reinstate the ride.
- It is important for you to communicate with our office if there is a change of address or a new pickup/drop-off location. Please notify us immediately to prevent interruption of your child(ren)’s transportation.

Our district has elected to cancel the transportation services effective _____. This determination is based on your child(ren)’s attendance, failure to notify the transportation department when the child(ren) was absent, and previous conversations.

Dates of non-usage: (Include dates)

We are prepared to offer you a different mode of transportation (i.e., bus passes, mileage reimbursement, or gas vouchers). Please contact our office at your earliest convenience to further discuss.

Thank you for your attention to this important matter.

Regards,

McKinney-Vento Homeless Liaison

Phone

Email Address

Enclosure: Transportation Agreement