



Homeless Education

ADE Transportation Notification Sample Letter

(Initial)

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.

Our office has been trying to reach you regarding the transportation that we have arranged for your child/ren. The transportation department notified our office that your child is not using transportation services on a regular basis.

On the following dates, the student/s did not use transportation:

1. **Monday, January 1, 2023**
2. **Tuesday, January 2, 2023**
3. **Wednesday, January 3, 2023**

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.

Please contact our office at your earliest convenience so that we may help you resolve any issues you may be having with transportation, or if you have moved and need the transportation re-routed. **If we do not hear from you by _____, we will assume that you have moved and will subsequently cancel transportation.**

Regards,

McKinney-Vento Homeless Liaison

District Name

Phone

Email Address

Enclosure: Transportation Agreement