Baltimore County Public Schools
Transportation Request Form

Office of Transportation **BALTIMORE COUNTY PUBLIC SCHOOLS** **Timonium, Maryland 21093**	**REQUEST FOR TRANSPORTATION OF HOMELESS STUDENT** **EMAIL to jteter@bcps.org**

INSTRUCTION: **Pupil Personnel Worker** should complete Section 1 and email copies to jteter@bcps.org, the Office of Transportation, and one copy to the Homeless Education Liaison. **Office of Transportation** staff should complete Section 2. A copy of the completed form should be sent to the parent/guardian/unaccompanied youth and emailed to the pupil personnel worker and homeless education liaison.

Section 1 – To be completed by Pupil Personnel Worker

This is to request transportation to the school of origin for the following student:

Pupil Personnel Worker _____ **Check applicable:** **First Request** ____
Date of Request _____ **Change Request** ____

Name of Student _____
Student ID# _____ Date of Birth _____
Nighttime/temporary address _____
Parent/Guardian Name _____ Phone(home or contact) _____
(Work) ( ) - -

School of enrollment (school of origin) _____ Grade 1

Start time: _____ a.m. Dismissal time: _____ p.m. ____ Effective date /
Pick-up address (a.m.) _____
Drop-off address (p.m.) _____

Section 2 - Recommended Transportation: To be completed by Transportation Personnel

Transportation will begin on / /

☐ **BCPS school bus**

A.M. Pick-up location _____ Bus # _____ Time _____
P.M. Drop-off location _____ Bus # _____ Time _____

☐ **Metro/Transit Bus**
☐ **BCPS will provide MTA tokens**
☐ **Parent reimbursement**

Temporary/Transportation Arrangement _____
Temporary/Transportation to begin on _____

Other _____

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If you have any questions, please call the Transportation Assistant at 410-887-4321.

HSE-5 (07/07) Distribution: Copy 1/ Parent/Guardian/Unaccompanied Youth Copy 2/Pupil Personnel Worker
Copy 3/Transportation Copy 4/Homeless Education Liaison