



UNION SCHOOL DISTRICT

"Home of the Golden Knights and Damsels"

354 Baker Street
Suite 2

Mrs. Jean McCleary - *Superintendent*
Rimersburg, PA 16248-9211

Phone: 814-473-6311 x 5
Fax: 814-473-8201

MEMORANDUM

TO: All Professional Staff, Support Staff, Administration, Transportation Staff & Homeless/Foster Care Providers/Agencies

FROM: Mrs. Jean M. McCleary
Superintendent, Homeless Liaison/ Foster Care Point of Contact

DATE: October 5, 2018

SUBJECT: **TRANSPORTATION PROCEDURES FOR HOMELESS AND FOSTER CARE STUDENTS**

Union School District is committed to ensuring educational continuity for all children who do not have fixed permanent homes. We will provide transportation to students who live in **emergency housing, motels, hotels, cars, and other non-permanent housing situations**. Students are eligible for school transportation if continuing to attend school and the school is more than one mile from their current residence.

PROCEDURES

1. The Shelter/Transitional housing provider must give the student, parent and/or care giver a verification of residence letter requesting transportation.
 - Students living in other homeless categories or in foster care must have written confirmation/notification submitted to the district transportation director on school letterhead (Considered supporting documentation).
2. The school counselor, principal's designee or homeless/foster care liaison will assist each student in obtaining school transportation
3. Once the district transportation director is notified, transportation will be provided within 48 hours. Schools will be responsible for providing the form to the district transportation director if the form is not submitted within the specified time.
4. The emergency/transitional housing providers will notify the school counselor when the student moves from the facility and/or Foster Care placement. If the student moves between or among emergency or transitional housing and the location is still a mile or more from school, school transportation will be continued throughout the school year.
5. Homeless and Foster Care students temporarily residing outside of Union School District boundaries are eligible for transportation but required to have approval from the district liaison (Mrs. Jean McCleary) in order to process the request for transportation.

Contact Mrs. Jean McCleary, Homeless Liaison and Foster Care Point of Contact, with any questions or concerns you may have @ (814)-473-6311 x0, e-mail: mcclearyjm@unionsd.net