



TRANSPORTATION PROCEDURES FOR STUDENTS EXPERIENCING HOMELESSNESS

The School District of Philadelphia is committed to ensuring educational continuity for all children who do not have fixed permanent homes. We will provide a SEPTA student pass to students who live in **emergency/transitional housing, hotels/motels, cars, and other non-permanent housing situations**. Students are eligible for the student pass if continuing to attend the school and the school is more than one mile from their current residence. This includes youth who may be classified under migrant or refugee status.

PROCEDURES

1. The shelter/transitional housing provider must give the student and/or parent a verification of residence letter requesting transportation.
 - Students living in other homeless categories must have written confirmation/notification submitted to the transportation department on school letterhead annually (considered supporting documentation).
2. The school counselor or principal's designee will assist each student in obtaining a student pass.
3. For grades K-12, SEPTA student passes for students experiencing homelessness are to be requested on the Compass TARS System. When creating the TAR, you are now able to attach the supporting documentation and no longer need to email or fax it to our office. The code (reason) for all homeless students in "L." Contact the Office of Transportation, Education Center – Suite 311 for additional support.
 - Students in grades K-5 who request a transpass are required to be accompanied by a parent or chaperone that is approved by the school principal.
4. This form must be completed and forwarded to the Office of Transportation within 48 hours. Schools will be responsible for providing the student passes if this form is not submitted with the specified time.
5. The emergency/transitional housing providers will notify the school counselor when the student moves from the facility. If the student moves between or among emergency/transitional housing facilities and the location is still a mile or more from the school, student passes are to be continued throughout the school year.
6. Students experiencing homelessness temporarily residing outside of Philadelphia School District boundaries are eligible for transportation but required to have approved from the coordinator (Al Quarles) in order to process the request. Contact 267-784-9956 or abquarles@philasd.org.

Contact Ms. Delethine D. Coleman with any questions or concerns you may have related to transportation at 215-400-6074 or e-mail ECYEH@philasd.org.