OFFICE OF PUPIL TRANSPORTATION
44-36 Vernon Boulevard 6th Floor
Long Island City, N.Y. 11101
(718) 392-8855

Program Exception Application Instructions

Principals should use the attached application to request Special Program MetroCards (**X-1** cards that are valid only for **two trips** on a bus or subway) for students who are participating in approved programs held **outside of normal school hours** or **at locations other than the student's regular school**. These cards are also available to provide **travel training for special education students** who may have difficulty managing with a regular student MetroCard. These are the **only** authorized uses for these cards. **Special Program MetroCards are not intended to be distributed for occasional use by students who lose their regular card or for field trips.**

The DOE's transportation eligibility rules may be found on the Web site of the Office of Pupil Transportation (OPT) at: http://schools.nyc.gov/Offices/Transportation/ServicesandEligibility/BusTransportation and should be reviewed before Special Program cards are requested or distributed to pupils. Special Program MetroCards should be provided **only** to students who meet one or more of the conditions described above.

In order for OPT to process your request the attached application is required. When completing the application please remember to:

- **Type** or **print clearly** and complete all required information
- Sign the form—principal's signature is required, a stamped signature is **not** acceptable
- Complete only **one** application per school year; **do not** submit duplicate applications for programs previously granted.

Please note that this application **cannot** be used for the following:

- PSAL (Public School Athletic League)
- Champs (Middle School Sports & Fitness League)
- Sunday Related Programs
- Requesting Summer School MetroCards

Completed Application Forms can be sent via: Text

FAX		MAIL
Office of Pupil Transportation **Attention: MetroCard Unit** **(718) 482–3881**	OR	**Office of Pupil Transportation** **Attention: MetroCard Unit** **44-36 Vernon Boulevard, 6th Floor** **Long Island City, NY 11101**

A supply of Special Program MetroCards for each approved program at the school will be sent to the attention of the program coordinator identified on the application at regular intervals during the school year. Please be aware that, for programs that are approved for transportation and for which MetroCards are provided, accountability forms **must** be kept on file at the school. School principals are ultimately responsible for the accuracy of these records and for the appropriate distribution of all MetroCards. Sample forms for documenting the distribution of Special Program cards will be provided with each shipment of MetroCards and these records are subject to periodic audit by the Office of Pupil Transportation.
For assistance, contact Kim Jones-Palmer at **(718) 392-8855** Ext. **6252**.

Department of Education
Carmen Fariña, Chancellor

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44-36 Vernon Boulevard 6th Floor
Long Island City, N.Y. 11101
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Program Exception Application

PLEASE TYPE or CLEARLY PRINT ALL INFORMATION

SCHOOL INFORMATION

School Name		**OPT School Code**
School Address	Borough	Zip Code
School Phone Number – –	School Fax Number – –	

PROGRAM INFORMATION

Name of Program		
Program Coordinator's Name	Program Coordinator's Phone Number – –	Program Coordinator's E-mail Address
Program Description		

Do Students Receive a Stipend?	☐ Yes	☐ No	Will Course Credit Be Given?	☐ Yes	☐ No
Program Start Date (mm-dd-yy) – –	Program End Date (mm-dd-yy) – –		Program Hours From / To	Number of Days per Week	
Number of Special Education Students Participating			Number of General Education Students Participating		

PRINCIPAL INFORMATION

You are applying for transportation via a program exception. Documentation regarding the students participating in this program and the MetroCards they receive must be kept on file at the school. Schools are responsible for the accuracy of this information and for the appropriate distribution of MetroCards.

Principal's Name ►	Principal's Signature ►	Date ►

OFFICE OF PUPIL TRANSPORTATION INFORMATION

Program Exception Approved ☐ Yes ☐ No	If denied, explanation for denial:

Number of MetroCards to be Provided	Card Type	Daily Requirement	Monthly Requirement
	X-1 GE Daily Cards		
	H-1 GE Full Fare Cards		
	H-3 GE Full Fare Cards		
	H-5 SE Full Fare Cards		

OPT Signature ►	Date ►

FAX Completed Application to (718) 482–3881 ATTENTION: METROCARD UNIT

For assistance, please contact **Kim Jones-Palmer** at **(718) 392–8855 Ext. 6252.**