



Department of Education
44-36 Vernon Boulevard
Long Island City, New York 11101

IMPORTANT METROCARD DISTRIBUTION INFORMATION

Please check your Metrocards to ensure that you received the appropriate shipment. The serial numbers of the Metrocards should match those listed on the shipping invoice. If there are any discrepancies, please contact the Ticket Unit at (718) 784-3313 and/or fax (718) 472-5746

1. Distribute MetroCards **ONLY TO ELIGIBLE STUDENTS** listed on your Ridership Report.
2. Every student who receives a MetroCard **MUST** be documented on the OPT-100 System.

METROCARDS

3. **a) It is the school's responsibility to maintain a MetroCard Distribution Log.** The Ridership Report is designed to record the serial number of a student's MetroCard directly on the Ridership Report.
 - This information is pertinent to replacing lost and stolen MetroCards and must be recorded.
 - The MetroCard Distribution Log is a valuable tool for auditing purposes. Please **REMEMBER TO HAVE THE STUDENT SIGN THE DISTRIBUTION LOG UPON RECEIPT OF METROCARD.**

b) For ATS Schools

 - Run Passlog Report "RTPL" and/or General Education Ridership "RTRR".
 - Keep reports for six years for auditing purposes.
 - **IN ORDER TO MINIMIZE THE AMOUNT OF METROCARDS DEACTIVATED, PLEASE DO NOT ENTER THE METROCARD NUMBER ON ATS UNTIL THE STUDENT HAS ACTUALLY RECEIVED A METROCARD.**
4. A school **CANNOT** under any circumstances lend MetroCards to another school - (or any program within a school designated by OPT with a separate school code).
5. **METROCARDS SHOULD BE KEPT IN A HIGH SECURITY SAFE AT ALL TIMES, not in a locked filing cabinets, desk drawers or offices. No MetroCards will be replaced if they are stolen from a location not watched or secured.**
 - 5a. **IF METROCARDS ARE STOLEN FROM THE SCHOOL, PLEASE FOLLOW THESE PROCEDURES:**
 - Report the incident to the police immediately and send a copy of the report with the police claim number to the Office of Pupil Transportation / Ticket Unit.
 - Negative list the serial number of stolen MetroCards to New York City Transit using
 - ATS Student Update Screen, Fax or Telephone and/or the Website.
 - Write a letter to OPT describing the incident and the serial numbers of Metrocards lost or stolen and indicating what security measures will be taken by the school to prevent this occurrence.