

**Madison Metropolitan School District**  
**Transition Education Program (TEP)**  
**Transportation Agreement**

The Transition Education Program (TEP) provides transportation services to families protected by the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. Please review the following guidelines before requesting transportation. You must check in with the social worker at your children’s school at least every two weeks to update the school regarding your housing situation and transportation needs. If you have questions that the TEP staff can help with, please feel free to call them at 204-2272.

For Elementary Students:

- ◆ Children must be ready and waiting at the agreed upon pick-up location.
- ◆ You may not have door to door service and the pick-up location may be outside. The bus or cab will wait for only one (1) minute so being on time is critical for all students.
- ◆ The cab or bus may not arrive or return everyday at the same time so please be patient.
- ◆ Children will be dropped off whether or not an adult is present to meet them so please plan for your child/children’s arrival from school.
- ◆ If your child/children are not going to ride for any reason you must cancel the ride by calling the TEP Office (204-2272) and your child/children’s school office.
- ◆ If your child/children do not use the ride without letting TEP know it is called a “No load”. After 3 “No loads” the ride will stop and you will have to meet with the school staff at the school to reinstate the ride.
- ◆ Children must behave appropriately and follow all bus/cab rules or the ride may be stopped.
- ◆ If the ride is stopped for any reason listed above it will be your responsibility to be sure that your child/children get to school.

For Middle School and High School Students:

- ◆ Bus passes are available for Middle and High School students through the school office.
- ◆ Students must comply with the rules outlined for bus behavior.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
MMSD Staff

\_\_\_\_\_  
Date