



## METRO PASS REQUEST

*If you would like your child to be issued a transit pass this September this form must be completed and returned as soon as possible. Incomplete forms will result in delayed processing.  
Please read the eligibility requirements carefully, as any future changes to your request may cause your child to be without a pass for one month once school starts.*

### **ELIGIBILITY REQUIREMENTS CHART**

From the NYC Department of Education -Office of Pupil Transportation

GRADE LEVEL	DISTANCE FROM RESIDENCE TO SCHOOL			
	Less than ½ mile	½ mile or more, but less than 1 mile	1 mile or more but less than 1½ miles	1½ miles or more
K - 2	Eligible for Half Fare Transportation	Eligible for Full Fare Transportation		
3 - 6	Not Eligible for Full or Half Fare Transportation	Eligible for Half Fare Transportation		
7 - 12				

#### **GRADES K - 6**

##### Full Passes for Both Bus and Subway

Grades K - 2 Children who live ½ mile or more from the school.

Grades 3 - 6 Children who live 1 mile or more from the school.

##### Half Fare Bus Passes

Grades K - 2 No distance requirement

Grades 3 - 6 Children who live from ½ mile up to 1 mile from the school.

#### **GRADES 7 - 12**

##### Full Passes for Both Bus and Subway

Students must live 1½ miles or more from the school.

##### Half Fare Bus Passes

Students must live from ½ up to 1½ miles from the school

PLEASE RETURN **COMPLETED**  
FORM TO THE ADMINISTRATIVE  
ASSISTANT FOR YOUR CHILD'S  
DIVISION.

Grades K-4: Ms. E. Doko  
edoko@berkeleycarroll.org

Grades 5-8: Ms. Eileen Colon  
ecolon@berkeleycarroll.org

Grades 9-12: Ms. Eileen Colon  
ecolon@berkeleycarroll.org

#### **STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ ☐ Male ☐ Female  
month/day/year

Address: \_\_\_\_\_ Student Initial School  
Enrollment Date (month/year): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_