



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5409

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CATEGORY: **Support Services, Transportation**

EFFECTIVE: **9-02-75**

SUBJECT: **Transportation Assistance for Hardship Cases**

REVISED: **5-05-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing transportation assistance for students who are extreme hardship cases.
2. **Related Procedures:**
 - Enrollment of homeless children and youth 6129
 - Interdistrict attendance permits 6126
 - Transportation for integration program students 5411
 - Transportation for special education 5411

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-2000, G-5100, H-7920; Education Code Section 38020.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling and Guidance Department, Student Services Division, Institute for Learning.
2. **Qualifications and Restrictions**
 - a. **Transportation assistance** may be requested for students in hardship cases. Transportation funds are extremely limited and normally are approved for temporary assistance, unless the student qualifies for transportation under the provisions of the “No Child Left Behind Act” (Procedure 6129). Use of funds may be considered for the following reasons:
 - (1) The parent/guardian declares a limited income and requests assistance from school personnel. (Welfare status alone does not establish eligibility.)
 - (2) Temporary financial emergencies develop due to sudden unemployment, illness, death, or other misfortune.
 - (3) School attendance is not feasible without financial assistance.

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- b. **It is the responsibility of the parent/guardian and/or student or district liaison for homeless students** to request transportation assistance, although a school or Counseling and Guidance staff may initiate a request. A request may be made at any time; reimbursement will not be retroactive if transportation assistance is approved.
- c. **Counseling and Guidance Program Manager** must give final approval for all requests.
- d. **District transportation assistance** is limited to a maximum of \$28 per student at any one time. (Whenever possible, the parent/guardian is expected to provide at least one-half the transportation cost.) *If the need continues beyond a maximum of two weeks*, the request must be reaffirmed by the originator.
- e. **All transportation assistance** expires at the end of the school year; new applications must be made each year.

D. IMPLEMENTATION

- 1. **District Counselor or Liaison for Homeless Students**
 - a. **Receives information** regarding need for transportation assistance from school staff, student, or parent/guardian.
 - b. **Obtains** “Application for Transportation for Hardship Case” (E.1.) from the Counseling and Guidance Department; confers with parent/guardian; completes application form in duplicate and submits both copies to the Counseling and Guidance Program Manager.
 - c. **Notifies** parent/guardian of final decision.
- 2. **Counseling and Guidance Program Manager** receives, evaluates, and approves or disapproves application; returns one copy of form (along with the number of bus tokens indicated) to school site district counselor or to liaison for homeless students; keeps one copy for Counseling and Guidance files.
- 3. **District counselor or liaison for homeless students** at school site receives bus tokens and approved form; gives tokens and school copy to principal or designee.

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4. **Principal or designee** receives notification of action taken by the Counseling and Guidance Program Manager and determines distribution of tokens to student or parent/guardian.

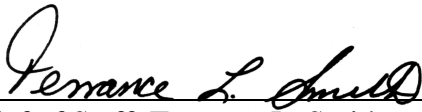
E. FORMS AND AUXILIARY REFERENCES

1. Application for Transportation for Hardship Case, available from the Counseling and Guidance Department

F. REPORTS AND RECORDS

1. Counseling and Guidance retains application form for three years.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education