

NOTICE

January MetroCard Shipment Information for NPSIS Users—Non-Public Schools

Please read and carefully follow all of the instructions in the enclosed guide.

Valid Dates

- Spring MetroCards are valid between February 1, 2018 and June 28, 2018. Cards may not be used before or after these dates.
- Cards may only be provided to NYC residents
- Cards may only be used on days when school is in session

Review your Shipment and Receipt

- Report errors to OPT immediately

Distribution

- Cards are to be provided and used only by eligible students
- Cards must be distributed based on a student's **current** eligibility
- MetroCard 3-trip must be selected for all incoming students that request them no later than March 1, 2018

Safety and Security

- Undistributed cards must be kept in a locked safe at all times

Additional Information and resources to assist in managing MetroCard inventory and distribution can be found here:

<http://www.optnyc.org/training/professionaldevelopment.htm>

PLEASE review the information included in this shipment and the resources on the OPT web site to avoid errors in MetroCard distribution and assignment.

