

## NOTICE

### January MetroCard Shipment Information for ATS Users—Public and Charter 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 serial numbers must be assigned on the student record 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.

