



# Scranton School District

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## MEMORANDUM

TO: All Principals, School Counselors, Secretaries, Nurses, & Homeless Service Providers  
FROM: Robert Gentilezza, Chief Compliance Officer  
DATE: August 6, 2019

SUBJECT: TRANSPORTATION PROCEDURES FOR HOMELESS STUDENTS

The Scranton School District is committed to ensuring educational continuity for all children who do not have fixed permanent homes. We will provide transportation to students who live in emergency housing, motels, hotels, cars, and other non-permanent housing situations.

### PROCEDURES

- The principal or principal's designee will contact the Director of Transportation to arrange transportation. The transportation must begin within 5 school days, but sooner if possible.
- For grades 9-12, COLTS passes for homeless students can be requested through Title 1. Please complete the appropriate form and submit to the Title Program Manager.
- If the student moves between or among emergency or transitional housing transportation to the school of origin will remain in place at the request of the family. Change in transportation should be made through the Director of Transportation.
- Homeless students temporarily residing outside of Scranton School District boundaries are eligible for transportation under the above directions.

Contact Robert Gentilezza in district @ 570-348-3432, e-mail [robert.gentilezza@ssdedu.org](mailto:robert.gentilezza@ssdedu.org) or Jeff Zimmerman, Regional Coordinator, with any questions or concerns you may have @ (570-718-4613), e-mail: [jzimmerman@liu18.org](mailto:jzimmerman@liu18.org)