



THE NEW YORK CITY DEPARTMENT OF EDUCATION
ALTERNATIVE SCHOOLS AND PROGRAMS
GED Plus
90-01 Sutphin Blvd. – 2nd Floor, Jamaica, NY 11435
Telephone (718) 557-2590 Fax (718) 557-2599

METROCARD ACCOUNTABILITY

Please follow the procedures below regarding Metro Cards:

METROCARD DISTRIBUTION FORM

- Complete the attached Metro Card Accountability Form for every student that receives a Metro Card.
- **The Accountability Form is to be kept on site and no longer needs to be faxed to the administrative office.**

INVALIDATION FORM

- Students who report lost or stolen cards must have their cards invalidated immediately. (Within 24 hours of the notification.) New cards may not be issued until the lost or stolen cards are invalidated.
- Students who are absent 10 consecutive days must have their cards invalidated. Should students return to school, new cards may be issued.
- Students who transfer to other sites, programs or schools must have their cards invalidated immediately. It will be the receiving site or program's responsibility to issue new cards to incoming students.
- In order to deactivate a card, "immediately" complete the attached Request to Invalidate a Metro Card Form and fax to Midge Diercks' attention at the above number. Please print clearly the 10 digit Metro Card serial number when filling out this form.

Requests for additional Metro Cards are to be directed to the site Assistant Principal.