Termination Letter

(place on school letterhead)

(Insert date)

(insert parent/guardian/unaccompanied youth name and address)

RE: (insert child(ren) names)

Your child(ren) has/have been receiving transportation services for school as part of the McKinney Vento Homeless Assistance Act. In connection with this Act, it is the Iredell Statesville Schools’ goal to remove barriers from education and provide transportation when needed. The continued non-communication and no shows have caused your child(ren) to lose the transportation we have been providing. ***This letter is to inform you that this service will be discontinued on (insert date)***

Below is a list of your child(ren)’s current no show or cancellations we have on record:

(insert list of dates of now shows and cancellations)

You will now need to make other transportation arrangements for your child(ren) to continue to attend (insert name of school). Your child(ren) will need to attend regularly and on time. If this is not complied with, you may be asked to transfer your child(ren) to the school located in the attendance zone of your temporary nighttime residence (insert school name, address and phone number ).

Feel free to contact (insert name of school based liaison and phone number) with questions regarding transportation for your child(ren)

Sincerely,

(insert principal name and contact info)

**\*\*Scan and email a copy to District McKinney-Vento Liaison, Tonya Reid\*\***