



OFFICE OF PUPIL TRANSPORTATION  
44-36 Vernon Boulevard, Long Island City, NY 11101  
Telephone: (718) 392-8855

Guide for receiving and distributing student MetroCards

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## SPECIAL NOTICE

### FOUR-TRIP METROCARDS

The “regular” student MetroCard distributed by the Office of Pupil Transportation (OPT) is a “three-trip” card. These cards provide pupils with three “trips” (single “swipes” on entry on the bus or subway), each trip with one transfer assuming the transfer is completed within a specified time from the initial use of the card.

In the past OPT has also provided “four-trip” cards which were intended for use by students whose trip from home to school required a greater number of transfers, generally when the trip requires using three buses or two buses and a subway. Over the past few years the number of such four-trip cards being requested by schools has increased greatly. In a study conducted by OPT it was found that only a small percentage of students require this type of MetroCard. Based on those findings and effective September 2011, school staff can no longer request four-trip MetroCards for their students through ATS or NPSIS and OPT no longer routinely ships four-trip MetroCards.

Schools that requested and received four-trip MetroCards for the 2011 fall term will receive four-trip cards for the spring term.

If you believe you have students who require four-trip MetroCards for travel, please e-mail OPT (see p. 5 for addresses to use) to request these cards. Before requesting any four-trip MetroCards, we recommend that you review the pupil’s travel requirements using the MTA Trip Planner ([://tripplanner.mta.info/MyTrip/ui\\_web/customplanner/tripplanner.aspx](http://tripplanner.mta.info/MyTrip/ui_web/customplanner/tripplanner.aspx)) to determine that they are necessary. Enter both the student address and the school address, and the arrival time. If the result shows the trip requires the use of three buses or two buses and a train, the student will need to receive a four-trip MetroCard

Thank you.

## Introduction

Read ALL of the following BEFORE distributing MetroCards

The following instructions have been prepared to assist you in processing MetroCards for your students for the coming semester. The instructions are in three sections:

1. Information for all schools [pp. 2-6]
2. Information specific to public and charter schools (users of ATS) [pp. 7-8]
3. Information specific to non-public schools (users of NPSIS) [pp. 8-9]

Please read **ALL** of the instructions relevant to your type of school **before** distributing these MetroCards **and** before contacting OPT with regard to any perceived MetroCard problems. The instructions should help you clearly identify, describe and communicate problems, if any, and will assist us in expediting a solution. In addition, the instructions contain important information regarding how to determine whether a student is eligible for a half-fare or a full-fare MetroCard and what you **must** do to document the distribution of these cards. **It is critical that you strictly follow these instructions relating to determining the eligibility of students for MetroCards and documenting the number of the MetroCard given to each student. This documentation will be part of the “Compliance Checklist” for your school this year and these records will be subject to audit by OPT.** Failure to carefully and completely follow these instructions will also jeopardize your ability to quickly receive additional MetroCards during the course of this semester and will have a negative impact on the number of cards you receive for the following semester.

### Information for ALL schools

Number and contents of packages you should expect to receive –

The package you just opened contains MetroCards for distribution to your students for the coming semester. The total number and type of MetroCards you eventually receive is based on the number of eligible students on file at the Office of Pupil Transportation (OPT). Information regarding the number of students and their eligibility, in turn, is provided to OPT by your school by use of either the ATS (for public schools) or the NPSIS (for non-public schools) computer systems. To ensure that you receive enough MetroCards to meet your needs, however, we also provide additional MetroCards in the shipment for new students and as replacements for lost or stolen MetroCards.

The particular package you just opened, which may have been a box or a yellow envelope, will probably be only one of several that you receive. Elementary schools (K through 6) usually receive one package containing both full-fare and Special Education (“Hndc”) cards; half-fare cards (if any) are in a separate package. High schools (7 through 12) receive their full-fare and half-fare cards in one package, however, and their Special Education cards in another. Given all of the above, the complete shipment that you receive for the start of school may consist of several different packages, possibly delivered to you over several days. Whatever the number of packages, however, the total number of MetroCards is ultimately based on what **you** have told us, by use of the computer system, about your needs.

Valid dates, eligible students and restrictions on use -

Please note that these MetroCards are not valid for use before **February 1, 2012, and cannot be used after June 27, 2012**. You should remind all staff that **cards are to be given to and used only by eligible students who are residents of New York City**, and these cards are **to be used only on days when school is in session**. Anyone apprehended for unauthorized use of a student MetroCard may be prosecuted to the full extent of the law. As you may be aware, the MetroCards shipped to your school are registered to your school by serial number. For this reason a school cannot, under any circumstances, “lend” its MetroCards to another school or to any program within the same school or building that has its own unique OPT code.

Security and reporting theft of MetroCards -

You are responsible to take all steps necessary to secure all MetroCards on their arrival at your school. MTA guidelines require that MetroCards that have not been distributed be kept in a locked safe at all times, **not** in filing cabinets, desk drawers, closets, or offices. If MetroCards are stolen from the school please follow these procedures:

- Report the theft to the police immediately
- “Negative list” (deactivate) the serial number(s) of the stolen MetroCards to the New York City Transit Authority using the ATS Student Update screen, the ATS “TDMC” screen, the NPSIS website, or by fax or telephone.
- Fax a copy of the police report with the police claim number to the MetroCard Unit of the Office of Pupil Transportation along with a written account of the incident, the serial number(s) of the MetroCard or cards that were lost or stolen, and, in the event of loss or theft from the school, indicating what security measures will be taken by the school to prevent a future occurrence (fax number 718-472-5746).
- Public schools must also submit a School Safety Incident (OORS) Report and a copy of this should also be sent to OPT

Information found on sample MetroCard receipts (Attachments A and B) –

In addition to the MetroCards and these instructions, every package of MetroCards that we ship should contain a “ticket receipt.” Two samples of ticket receipts will be found attached: Attachment A is a receipt for a public high school; Attachment B is a receipt for a non-public high school. The information contained on these examples is described below and is similar to what is also found on receipts for elementary and middle schools. Please review these sample receipts so that you understand the data they contain. You will need to be able to communicate this information to OPT to report and correct any problems.

1. **OPT School Code** – this is how we identify your school. It is **not** the same as the public school’s ATS code and, while it may appear similar, the OPT school code is what is we need to know in your communications with us.
2. **School name and address**
3. **Shipment date and shipment number** – the shipment date is the date when the “ticketing information” was prepared, it is **not** the actual date when the cards were shipped. The shipment number, “1” in the case of these examples, indicates that this is the first shipment to your school for the current school year.
4. **Program code** – the “T” indicates that this is a shipment for a school with a “ten-month” program.

5. **Shipment information** – this area of the receipt contains the following information particular to this shipment:
  - a. **Pass Type:** these codes (H1, H2, H3, etc.) are “transit-speak” for the kinds of MetroCards contained in the shipment. A “plain English” translation for each code will be found below the amount and serial number information on the receipt.
  - b. **Pass Period:** more “transit-speak” indicating that these cards were shipped for the current semester.
  - c. **Amount:** the number of MetroCards of each type contained in the package.
  - d. **Plain English translation of the Pass Type described in “a” above.**
  - e. **Serial – From To:** the serial numbers shown here should correspond to the numbers printed on the backs of the MetroCards found in this package.
6. **Summary Data** – this area of the receipt contains the following information regarding all shipments sent to your school for the semester:
  - a. **Tot Ship This Pd:** this is the total number of cards, including the current shipment, of the specific type that has been sent to your school during this period.
  - b. **Stand Req:** no longer in use; ignore.
  - c. **Pgm Exc:** this area will contain information if the shipment is for Program Exception Cards
  - d. **AMIS Ovr:** no longer in use; ignore.
  - e. **OPT100 Elig:** this is the number of eligible students on file. This number, plus 15%, should equal the figure shown on the receipt under Amount (5.c, above).
7. **School** – this area of the receipt provides space for you to note the following:
  - a. **Recvd:** write in the number of cards received by type (does it agree with the number shown to the left under “amount”?)
  - b. **As Of:** write in the date you received and checked the accuracy of the shipment.

**Before you do anything further, do exactly what is described in 7, above: check the accuracy of the contents of this package against the information found on the “ticket receipt” found in the package and write in the number of cards received and the date. File and keep this receipt. It may be requested by OPT if another school reports an error with their shipment and will be requested if your records are audited.**

Reporting errors with your shipment -

If there is **ANY** discrepancy between the information found on the receipt and the content of the package you receive, contact the MetroCard Unit at OPT **immediately**. Examples of problems or errors that should be reported are:

- The shipment is not intended for your school
- The package does not contain the type of MetroCards or the number of cards shown on the receipt
- The serial numbers on the MetroCards do not match the serial numbers shown on the receipt
- Any other **significant** disparity between the information on the receipt and the contents of the package

If any of these errors have occurred, do **two** things:

1. E-mail a brief and specific explanation of what you believe is wrong with the shipment you received. **Public schools** should send this e-mail to:

[PublicSchoolMetroCards@schools.nyc.gov](mailto:PublicSchoolMetroCards@schools.nyc.gov)

This e-mail address will be found in the global address book available to public schools with access to the DOE e-mail system (Outlook).

**Non-public schools** should send this e-mail to:

[Non-PublicSchoolMetroCards@schools.nyc.gov](mailto:Non-PublicSchoolMetroCards@schools.nyc.gov)

In writing this e-mail, put the following in the subject line: your OPT School Code, followed by "MetroCard Error," followed by a brief statement of the nature of the problem. Several examples follow:

07-453 MetroCard Error – Cards do not belong to my school\*

03-008 MetroCard Error – Special Ed Cards Not Received

13-721 MetroCard Error – Serial numbers do not match

\*Note: IF the cards were sent to your school in error, use your OPT school code when you report this which will not be the OPT code found on the receipt.

2. Make a notation on the receipt calling attention to the error (for example, circle the school name and write "not my school," or circle the Special Ed information and write "not received," etc.) and fax a copy of the receipt to the MetroCard Unit at 718-472-5746. Do not fax a receipt without an accompanying e-mail; do not send e-mail without faxing the receipt.

If there have been any errors with the shipment, once these have been straightened out, or once you have determined that there are no errors, you should begin to prepare to distribute the MetroCards to students who are eligible for transportation.

General rules regarding student eligibility for transportation –

Student eligibility for transportation is determined by grade and distance and is governed by New York State Law and the Chancellor's Regulation A-801. These regulations are explained in detail on the OPT website at:

<http://schools.nyc.gov/Offices/Transportation/ParentResources/GeneralEducationEligibility/default.htm>

The table below contains a summary of these rules which **must be applied in all cases**.

Grade	Distance	Distance Code	Eligible For
K -2	Less than ½ mile	A	Half fare
K -2	½ mile or more	B	Full fare
3 – 6	Less than 1 mile	B	Half fare
3 – 6	1 mile or more	C	Full fare
7 – 12	Less than 1-1/2 miles	B or C	Half fare
7 – 12	1-1/2 miles or more	D	Full fare

The MetroCards that have been shipped to your school are allocated based on the eligibility for your students as described above. **Do NOT distribute full fare MetroCards to students who are only eligible for half-fare transportation. You will not have sufficient cards and OPT will NOT provide full fare cards to ineligible students to compensate for this mistake.**

#### ***Replacing lost, damaged or stolen MetroCards –***

As indicated above, MetroCards are to be distributed only to pupils who are residents of New York City in accordance with the grade/distance eligibility criteria set out in the table above. These are pupils who are legally entitled to transportation under both New York State Law and Chancellor's Regulation A-801. Given their eligibility, if a pupil who properly received a MetroCard reports that the card has been damaged or lost or stolen, the card they were originally issued should be deactivated (see pp. 6 and 8, below) and a replacement MetroCard should be issued. If replacement MetroCards are available at the school, they should be issued as soon as possible. If replacement MetroCards are not available at the school, they should be requested promptly from the Office of Pupil Transportation and should be distributed to the students as soon as possible on their arrival at the school. As a practical matter, no eligible pupil should have to wait longer than three to five days for a replacement MetroCard.

#### ***Procedures for distribution and documentation of MetroCards -***

The following sections describe the procedures to be followed in relation to distributing and documenting MetroCards. Since these procedures differ depending on the type of school, the information is presented separately for each. **It is critical that you strictly follow these instructions regarding the eligibility of students for MetroCards and documenting the number of the MetroCard given to each student. This documentation will be part of the "Compliance Checklist" for your school this year and these records will be subject to audit by OPT.**

### Information for PUBLIC and CHARTER Schools

#### ***Finding the eligibility of your students (Attachment C: the ATS “RTPL” Report) –***

Once public and charter school students have been entered on the ATS computer system, their eligibility is automatically determined based on their grade and the distance from home to school. This eligibility becomes part of the student’s record and is indicated in the record by use of the distance codes shown in the table above. The school, using the ATS screen for “Eligibility - By School, Grade or Official Class” (the “TLST” screen), is then responsible for assigning the student’s transportation, that is, indicating whether the student is to be assigned to a bus stop or will be given a MetroCard. If you are not familiar with the use of the “TLST” screen, see Attachment D for instructions.

The ATS “Transportation Passlog Report” (“RTPL” – see Attachment C for an example) can be used as a distribution log for MetroCards. Print the report showing all students by grade and class. **Due to possible eligibility changes, student eligibility should be verified based on the eligibility displayed on the TLST screen before distributing MetroCards.** Pay particular attention to students who have moved during the fall term. This check before distribution will reduce instances where a student may be given the wrong type of MetroCard, creating an error when trying to assign the serial number on the student’s record. Students who were assigned a MetroCard the previous term, and students with AT status, will appear on the RTPL report with 55555555 as the assigned number.

Recording serial numbers of MetroCards distributed to students -

Attachment D provides detailed instructions on how to enter the serial number for each MetroCard given to each student on the ATS system. When distributing MetroCards during the months of September and February, when schools are very busy, **IF you cannot enter the actual MetroCard number that has been given to the student on ATS**, you may use a “manual log” in which you record the students’ names and the serial numbers, or you may use the “RTPL” printout to record the serial number on the far right in the column headed “signature.” **ALL students receiving MetroCards MUST be entered in ATS not later than Wednesday, March 14, 2012. In all cases, if you do not enter the serial number on ATS, whether you use a manual log or the RTPL printout, YOU MUST ALSO KEEP A RECORD OF THE SERIAL NUMBER OF THE METROCARD GIVEN TO EACH STUDENT.**

#### ***Deactivating and replacing lost or stolen MetroCards –***

Attachment D also provides detailed instructions on what you should do if a student comes to you to report that the MetroCard they were issued has been lost or stolen. Assuming that the school has additional cards on hand, students who report that their MetroCard has been lost or stolen should have the card promptly replaced. Eligible pupils are entitled to transportation by law and it is inappropriate to withhold distribution of an available MetroCard as a means to “punish” a pupil for any reason. The deactivation procedure described there is the mechanism by which that MetroCard number is reported to the MTA, so that it cannot be used by another, and is also the means by which the MetroCard is removed from your inventory. It is essential that this procedure is followed: IF you replace lost or stolen cards from your available supply without deactivating them and removing them from your inventory, you will eventually run out of

replacement cards. The failure to remove these cards from your inventory, however, will make it appear to OPT that you still have these cards and will prevent you from receiving replacements.

***Where to turn for help –***

As described above (p.3), problems with your shipment (receiving cards intended for a different school, receiving the wrong type or number of cards, etc.) should be reported immediately by e-mail to OPT. IF you are working in a public school, however, and need help with any of the issues or ATS procedures described immediately above, contact the Transportation Account Manager for your Network.

IF you are working in a charter school or you find that you require more extensive training and technical assistance, you should contact the following in OPT's Training Unit:

OPT Training	Adrian Clarke	718-482-3897	<a href="mailto:aclarke23@schools.nyc.gov">aclarke23@schools.nyc.gov</a>
OPT Training	Ed Jacobsen	718-482-3797	<a href="mailto:Ejacobs2@schools.nyc.gov">Ejacobs2@schools.nyc.gov</a>

In addition, you may also call the **OPT Customer Service Unit (718) 392-8855** for assistance.

**Information for NON-PUBLIC Schools**

***Finding the eligibility of your students (Attachment F: the NPSIS “Ridership Report”) –***

Once non-public school students have been entered on the NPSIS computer system, their eligibility is automatically determined based on their grade and the distance from home to school. This eligibility becomes part of the student's record and is indicated in the record by use of the distance codes shown in the table above (see “**General rules regarding student eligibility for transportation**” on p. 4). The school, using either the NPSIS screen for the School Roster or by searching by student name, is then responsible for assigning the student's transportation, that is, indicating whether the student is to be assigned to a bus stop or will be given a MetroCard. If you are not familiar with these NPSIS procedures, see Attachment E for instructions.

IF students have been properly assigned to transportation, you can then use the NPSIS “Ridership Report” (see Attachment F for an example) to view or print a list of all students. This list clearly indicates the type of MetroCard that should be given to each student for whom transportation has been assigned in the columns labeled “Pass” and “Description.”

The MetroCards that have been shipped to your school are allocated based on the eligibility for your students as described above. **Do NOT distribute full fare MetroCards to students who are only eligible for half-fare transportation. You will not have sufficient cards and OPT will NOT provide full fare cards to ineligible students to compensate for this mistake.**

***Recording serial numbers of MetroCards distributed to students -***

The NPSIS computer does not accept the entry of the individual MetroCard serial number assigned to each student. Non-public schools therefore must maintain manual logs to record these numbers. For your convenience, a sample of a possible manual log will be found attached (Attachment G). Whether you use this format or something of your own design, **YOU MUST**

**KEEP A RECORD OF THE SERIAL NUMBER OF THE METROCARD GIVEN TO EACH STUDENT.**

***Deactivating and replacing lost or stolen MetroCards –***

Attachment E also provides detailed instructions on what you should do if a student comes to you to report that the MetroCard they were issued has been lost or stolen. Assuming that the school has additional cards on hand, students who report that their MetroCard has been lost or stolen should have the card promptly replaced. Eligible pupils are entitled to transportation by law and it is inappropriate to withhold distribution of an available MetroCard as a means to “punish” a pupil for any reason. The deactivation procedure described there is the mechanism by which that MetroCard number is reported to the MTA, so that it cannot be used by another, and is also the means by which the MetroCard is removed from your inventory. It is essential that this procedure is followed: IF you replace lost or stolen cards from your available supply without deactivating them and removing them from your inventory, you will eventually run out of replacement cards. The failure to remove these cards from your inventory, however, will make it appear to OPT that you still have these cards and will prevent you from receiving replacements.

***Where to turn for help –***

As described above (p. 5) problems with your shipment (receiving cards intended for a different school, receiving the wrong type or number of cards, etc.) should be reported immediately by e-mail to [Non-PublicSchoolMetroCards@schools.nyc.gov](mailto:Non-PublicSchoolMetroCards@schools.nyc.gov). IF you are working in a non-public school that is NOT a charter school, however, and need help with any of the issues or NPSIS procedures described immediately above, contact the Transportation Account Manager for your group of schools as shown below for assistance.

Yeshivas: Rabbi Moshe Ausfresser (718) 482-3863 [maufresser@schools.nyc.gov](mailto:maufresser@schools.nyc.gov)

Parochial  
Schools: Ida Norman (718) 482-3873 [inorman@schools.nyc.gov](mailto:inorman@schools.nyc.gov)

All other non-public schools should contact the following in OPT’s Training Unit:

OPT Training	Adrian Clarke	718-482-3897	<a href="mailto:aclarke23@schools.nyc.gov">aclarke23@schools.nyc.gov</a>
OPT Training	Ed Jacobsen	718-482-3797	<a href="mailto:Ejacobs2@schools.nyc.gov">Ejacobs2@schools.nyc.gov</a>

In addition, you may also call the **OPT Customer Service Unit (718) 392-8855** for assistance.

Thank you.

**Attachments**

- A. Sample Public School MetroCard Ticket Receipt**
- B. Sample Non-public School Ticket Receipt**
- C. Sample ATS Transportation Passlog Report (RTPL)**
- D. Abbreviated ATS MetroCard Processing Instructions**
- E. Abbreviated NPSIS MetroCard Processing Instructions**
- F. Sample NPSIS Ridership Report**
- G. Sample MetroCard Student-Serial Number Log**

# Attachment A: Sample Public School MetroCard "Ticket Receipt"

OFFICE OF PUPIL  
 44-36 VERNON BLVD 6th FLOOR  
 LONG ISLAND CITY, NY 11101  
 718-784-3313

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**1** SCHOOL: 20725  
 9216 SEVENTH AVENUE  
 Brooklyn  
 NY 11228- (718)836-9800

**2** POLYTECHNIC PREP SCH

**3** SHIPMENT 7/29/2008  
 SHIPMENT 1

**4** PROGRAM: T

COMMENT

**5** SHIPMENT -- SERIAL --

PASS TYPE	PASS PERIOD	AMOUNT	FROM	TO
H1	9	668	1714668548	1714669215
			JHS & HS 3-TRIP	
H2	9	48	1714822364	1714822411
			HALF-FARE (K-12) 3-TRIP	

**6** SUMMARY DATA

TOT SHIP THIS PD	STAND REQ	PGM EXC	AMIS OVR	OPT100 ELIG
668	0	0	668	534
48	0	0	48	38

**7** SCHOOL RECVD AS OF

SIGNATURE \_\_\_\_\_

RUN TIME 11:51

RUN PAGE 3595

SPECIAL COMMENT

**Attachment B: Sample Non-public School "Ticket Receipt"**

OFFICE OF PUPIL  
 44-36 VERNON BLVD 6th FLOOR  
 LONG ISLAND CITY, NY 11101  
 718-784-3313

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**1** SCHOOL: 11740  
 3893 DYRE AVENUE  
 Bronx  
 NY 10466- (718)324-2188

**2** NATIVITY OF OUR BLESSED LADY

**3** SHIPMENT 7/29/2008  
 SHIPMENT 1

**4** PROGRAM: T  
 COMMENT

**5** SHIPMENT -- SERIAL --

PASS TYPE	PERIOD	AMOUNT	FROM	TO
H1	9	16	1714593196	1714593211
H2	9	61	JHS & HS 3-TRIP	1714769782 1714769842
H3	9	1	HALF-FARE (K-12) 3-TRIP	1714228002 1714228002
			JHS & HS 4-TRIP	

**6** SUMMARY DATA

TOT SHIP THIS PD	STAND REQ	PGM EXC	AMIS OVR	OPT100 ELIG
16		0	16	13
61		0	61	49
1		0	1	1

**7** SCHOOL

RECVD	AS OF
_____	_____
_____	_____
_____	_____

SIGNATURE \_\_\_\_\_

RUN TIME 11:51  
 RUN PAGE 3053

SPECIAL COMMENT

# Attachment C: Sample ATS "Transportation Passlog Report (RTPL)"

PROFILE: 01-M-015  
 USER: EBERELS

ATS / NEW YORK CITY PUBLIC SCHOOLS  
 TRANSPORTATION PASSLOG REPORT (RTPL)

DATE: 08/08/08  
 PAGE: 1

SCHOOL DEN: 01M015

OFFICIAL CLASS: 101

STUDENT NAME	STUDENT ID	GRADE	OFFICIAL CLASS	GRADE LEVEL	METRO CARD TYPE	METRO CARD NUMBER	SIGNATURE
AARDVARK, JOHN	202365169	110	101	01	FULL FARE	5555555555	
AARDVARK, SARAH	202365177	110	101	01	FULL FARE SPECIAL ED.	5555555555	
CRUZ, ISHMAEL VILJHLIO	207221573	110	101	01	HALF FARE (K - 12)	5555555555	
HARRINGTON, ISHMAEL AHMAD JEROME							
	209093988	110	101	01	FULL FARE	5555555555	
ISLAM, NASRIN	208253674	110	101	01	HALF FARE (K - 12)	5555555555	
KANNED, KUMKWAT S	202371779	110	101	01	FULL FARE	5555555555	
MELO, PETER ANTHONY	208253690	110	101	01	FULL FARE	5555555555	
RAMIREZ, ANAISA	209565126	110	101	01	HALF FARE (K - 12)	5555555555	
ROBINSON, EMELY	207522673	110	101	01	HALF FARE (K - 12)	5555555555	
VADI, MELLANI MICHELLE	208793604	110	101	01	FULL FARE	5555555555	

## **Attachment D: Abbreviated MetroCard Processing Instructions**

### **To Assign a MetroCard to a Student in ATS:**

#### *From TLST Screen*

- Enter **U** to in the Action Code column (ACT CDE) to update individual student record
- Press **Right Ctrl**
- Use **Tab** to place cursor at proper field (MetroCard Number)
- Enter assigned MetroCard number for student
- Press **F2 TWICE**
- **AP** will appear in Transportation Status (TRAN STAT): MetroCard number entered and saved on student record
- Follow same process for each student

### **To Deactivate a MetroCard in ATS Without Assigning A Replacement Card:**

#### *From TLST Screen*

- Enter **U** to update individual record
- Use **Tab** to place cursor at proper field (MetroCard Number)
- Press **F5** to deactivate assigned card
  - Message will prompt entry of Deactivation Code
- Use **F4** to view deactivation codes
- Tab down list to appropriate code: press **F2** to place the code in proper field
- Press **F5 twice** to complete deactivation
- Automatically returned to TLST screen
- Enter **T** (3-trip) or **F** (4-trip) in Action Code column to maintain student record for transportation
- **AT** or **AF** will appear in Transportation Status: New request for 3-trip (or 4-trip) MetroCard

### **To Deactivate a MetroCard and Assign a Replacement MetroCard:**

#### *From TLST Screen*

- Enter **U** to update individual record
- Use **Tab** to place cursor at proper field (MetroCard Number)
- Enter correct MetroCard number over deactivated number
- Enter Deactivate Code
- Press **F2 TWICE** to save
- **AP** will appear in Transportation Status: MetroCard number entered and saved on student record

## Attachment E: Abbreviated NPSIS MetroCard Processing Instructions

### To Assign a MetroCard to a Student in NPSIS

1. Log onto the NPSIS website at <https://www.nycenet.edu/npsis/>  
**\*\*Note:** Your five-digit OPT code is your username  
**\*\*Note:** Your password is in all CAPS
2. Once in NPSIS Read the messages on the page that follows the log-in screen.
3. Then click on the "Click here to continue" link
4. You will see "Alerts and Announcements" in the upper region of the page.  
**\*\*Note:** Please read the notices posted on this page\*\*
5. Look for the gray menu bar on the left side of the page, click on "Search"
6. Enter the "Last and/or First Name" of the student for whom you wish to document a MetroCard  
**\*\*Note:** Partial names are accepted, however, this should only be used if you are unsure of the exact spelling of the student's full name\*\*
7. Click on the Last name of the correct name student  
**\*\*Note:** There might be duplicate names or siblings with similar names.\*\*
8. Scroll to the bottom of the page.
9. Click "Set Transportation"
10. Once in the "Set Transportation" screen
11. Click "Edit" on the bottom right corner of the page
12. Below the "Status Bar" you will see the "Transport Change Request" field
13. In the "Transport Change Request" field,
14. Use the drop down arrow to Select "Metrocard 3-Trip"
15. Below the "Transport Change Request" field you will see the Special Education field
16. Use the drop down arrow to select "Yes" or "No"
17. Lastly click "Save Changes" on the bottom right side of the page  
**\*\*Note:** After completing the above, when you then check the school roster there should be a green check to the right of the student's name.\*\*

### To Deactivate a MetroCard in NPSIS

1. Log onto the NPSIS website at <https://www.nycenet.edu/npsis/>  
**\*\*Note:** Your five-digit OPT code is your username  
**\*\*Note:** Your password is in all CAPS
2. Once in NPSIS Read the messages on the page that follows the log in screen.
3. Then click on the "Click here to continue" link.
4. You will see "Alerts and Announcements" in the upper region of the page.  
**\*\*Note:** Please read the notices posted on this page.\*\*
5. Look for the gray menu bar on the left side of the page, click "Transportation"
6. Then click "Negative List/Deactivate MetroCards"
7. Enter transportation coordinator; Name, Telephone number and E-mail address on the left side of the page.
8. Enter 10-digit MetroCard number in the "Enter MetroCard Number" field
9. To the right of the Enter MetroCard Number" field, click "Add to the List"
10. Lastly, click "Confirm the Negative Listing/Deactivation"

Attachment E: Abbreviated NPSIS MetroCard Processing Instructions, p. 2

To Check Deactivated MetroCards in NPSIS

1. Look for the gray menu bar on the left side of the page, click "Transportation"
2. Click "Deactivated MetroCard Report"
3. You should see a report entitled "MetroCard Negative List Summary"  
\*\*Note: you will only receive MetroCards deactivated in the current semester\*\*



