

Completing Shelter Variance Documentation for Students in Temporary Housing

- Shelter Variance form to be completed as quickly as possible once student moves to temporary housing
- Fill all fields and both pages completely: Write the student name at the top of page 2 before faxing
- OPT must receive both sheets at the same time when submitting the variance form: OPT will not process requests with missing information
- Complete and submit new variance form for each student in Shelter

Pupil-related Information

Complete all fields

- 1.4 ID number is OSIS number
- 1.7 If unknown: OPT Customer Service (718 392-8855) can provide current busing information
- 1.7 If unknown: School can provide MetroCard information

Parent/Guardian Information

Complete all fields

Shelter/ Facility Information

Form pre-filled with Shelter Information

Request additional forms through OPT

List contact name, number

School-related Information

Complete all fields

OPT Customer Service can provide

1. ATS Code (non-public schools will not have an ATS code: write in **PVT** for non-public schools)
2. OPT Code
3. Address
4. Current bus transportation information (contact school if student currently receives a MetroCard)
5. School session time information

Contact school for Transportation Coordinator, Principal information, student extended day status

Type of transportation requested

1. SE (door-to-door transportation) provided when student is mandated for, and currently receives, door-to-door transportation (students assigned SE route [letter and 3 digits])
2. GE bus transportation provided if a route is available for grade eligible students (GE students K-6, non-mandated SE students K-8)
3. MetroCard provided for transportation and any GE student grade 7 and above: School provides student MetroCard

Principal signature not absolute requirement, FA may sign as designee

Finding school information

1. OPT School Search
<https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>
Click on Visit School Web Site to view principal information
Contact school for Transportation Coordinator information
2. OPT Customer Service (718 392-8855)
3. STH expert

Steps school staff (Pupil Accounting Secretary) must complete:

Change student home address to shelter address on BIO screen in ATS

Schools may request assistance from ATS Help (718 935-5100) to enter student address correctly if placement is in DV shelter

<https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

To find the school, enter the ATS or OPT code and press enter to display the screen below

Click on “[Visit School Web Site](#)” for Principal information

OPT School Transportation and Student Search

[Show School on Google Maps](#) [Show School on DOE Maps](#) [Visit School Web Site](#)

PS 198 [Print](#)

OPT Code: 02198 **ATS Code: 02M198** **Building Code: M198** **Public School**

1700 3rd Avenue, Manhattan, NY, 10128 Borough: Manhattan Network: Feigelson (N203)
 Phone: (212) 289-3702 District: 02

Session Times For Busing *

General Education Stop-To-School Busing:

Days	Regular Schedule		Extended Day Schedule	
	IN	OUT	IN	OUT
Monday	08:00	02:20	08:00	02:58
Tuesday	08:00	02:20	08:00	02:58
Wednesday	08:00	02:20	08:00	02:58
Thursday	08:00	02:20	08:00	02:58
Friday	08:00	02:20	08:00	02:20

Special Education Door-To-Door Busing:

Days	Regular Schedule		Extended Day Schedule	
	IN	OUT	IN	OUT
Monday	08:00	02:20	08:00	02:58
Tuesday	08:00	02:20	08:00	02:58
Wednesday	08:00	02:20	08:00	02:58
Thursday	08:00	02:20	08:00	02:58
Friday	08:00	02:20	08:00	02:20

* OPT has approved the above schedule for yellow school bus service to and from this school. Students who do not take the school bus may begin and be dismissed from school at different times.

Access this information online or contact OPT Customer Service (718 392-8855): inform the agent you are a Family Assistant at a Shelter and need school information to complete the documentation