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MEMORANDUM

TO: Athletic Directors
FROM: Donald J. Douglas
SUBJECT: MetroCard Program
DATE: September 1, 2018 – June 30, 2019

Welcome to the 2018-2019 school year. The PSAL student-athlete MetroCard Program is available for the 2018-19 year. The MetroCard allows PSAL student-athletes to travel to certain contests, depending on the location. Each MetroCard is valid Monday-Friday between 5:30 AM - 11:00 PM and on Saturday between 5:30 AM - 8:30 PM. The DOE Transportation Office will cross-reference your school's ATS file with the posted PSAL.org team roster to identify student-athletes authorized to receive PSAL MetroCards. Please read the entire document, which should clarify all procedures.

PSAL MetroCard distribution guidelines

- Qualifying student-athletes will receive MetroCards for PSAL scheduled contests.
- Roster submission – A student-athlete's name **must first appear on the team's Active Roster** in order to receive MetroCards for PSAL contests.
- PSAL MetroCards are valid Monday-Friday, 5:30 AM – 11:00 PM and Saturday, 5:30 AM – 8:30 PM.
- Sunday MetroCards - Athletic Directors may request MetroCards for PSAL contests scheduled on Sundays by following the procedures outlined for Sunday MetroCard requests - ([Click Here](#)).
- Sunday MetroCards requests must be submitted at least one week prior to the date of the contest.

Student-athletes who qualify to receive PSAL MetroCards

- Student-athletes whose school location is farther than 1.5 miles from the game location.
- Student-athletes who DO NOT already receive a MetroCard for school travel.
- Student-athletes who compete in any PSAL scheduled contest on Saturday.
- Student-athletes who receive a half-fare MetroCard for school travel.

Student-athletes who will not receive PSAL MetroCards

- Student-athletes who receive a MetroCard for school travel.
- Student-athletes who do not appear on the PSAL Active Roster.

MetroCards are shipped to the school address, to the Athletic Director's attention. PSAL MetroCards are for **STUDENT USE ONLY**. A MetroCard accountability mechanism must be in place at your school. Please keep a record of all MetroCard distribution. We recommend a student sign-off sheet or a computer based recording system. To request additional MetroCards please email PublicSchoolMetroCards@schools.nyc.gov

Thank you.