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MEMORANDUM

TO: Athletic Directors
FROM: Donald J. Douglas
SUBJECT: MetroCard Program
DATE: September 1, 2019 – June 30, 2020

Welcome to the 2019-2020 school year. The PSAL student-athlete MetroCard Program is available for the 2019-20 year. The MetroCard allows PSAL student-athletes to travel to certain contests based on location, Monday-Friday, (5:30 AM - 11:00 PM) and Saturdays (5:30 AM - 8:30 PM). The Office of Pupil transportation (OPT) will cross-reference your school's ATS file with the team roster posted to the PSAL website to identify student-athletes authorized to receive PSAL MetroCards.

Below you will find essential MetroCard guidelines:

PSAL MetroCard distribution

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

- Whose school location is further than 1.5 miles from the game location
- DO NOT already receive a MetroCard for school travel
- Compete in any PSAL scheduled contest on Saturday
- Who receive a half-fare MetroCard for school travel

Student-athletes who will not receive PSAL MetroCards

- Already receive a MetroCard for school travel
- Do not appear on the PSAL Active Roster

MetroCards are shipped to your school at the attention of the Athletic Director. PSAL MetroCards are for **STUDENT USE ONLY**. A MetroCard accountability mechanism must be in place at your school. We recommend a student sign-off sheet or a computer based recording system be in place to record all MetroCard distribution.

All requests for additional MetroCards must be emailed to PublicSchoolMetroCards@schools.nyc.gov.

Thank you.