Dear Schools

Over 350,000 students eligible for subsidised travel under the School Student Transport Scheme have been provided with a School Opal card for travel within the Opal network.

This year, Transport for NSW and transport operators have allowed eligible school students to travel without a School Opal card for the first six weeks of the school year, provided they are in school uniform or can provide evidence they are attending school (i.e. school student ID card or copy of class timetable).

As most students have now settled in to their new travel patterns for the year and have received their School Opal cards, the grace period will end on Monday 14 March 2016.

How schools can help:

- **Endorsing forms** you receive and returning these to Transport for NSW as soon as possible to ensure eligible students can get their School Opal cards for travel.
  
  **Remember**: you are only required to endorse the enrolment status, grade and home address of the student. You are not required to endorse the nominated transport mode and operator, as Transport for NSW is responsible for managing SSTS compliance.

- **For schools with international students who have applied for school travel**, please complete the schedule of international students, where applicable, and return it to Transport for NSW to allow us to process applications for School Opal cards or subsidies. Without the required validations these applications cannot be processed and will be declined after seven calendar days.
  
  **Remember**: Schools should validate students using the AASE or ATE records held by the school and return confirmation via fax on 02 9891 8985. Transport for NSW may request copies of the AASE or ATE records for some students when necessary or for audit purposes.

Please return any forms or cards unable to be issued to students to:

Transport for NSW
Locked Bag 5085
Parramatta NSW 2124

If you have any questions or need further information, please contact us at: concessions@transport.nsw.gov.au.

Thank you for your support

The Concessions Team

Use public transport ... plan your trip at transportnsw.info
Get on board with Opal at opal.com.au