

Dear Parent/Caregiver

## **RE: Transport for Students with Special Needs 2020**

The Department of Infrastructure, Planning and Logistics (DIPL), in conjunction with Department of Education and transport providers administer Special Needs Transport assistance to approximately 350 students in the Northern Territory every year.

To ensure transport services are provided to students at the start of the school year, all students requiring transport in 2020 need to complete and submit the Request for Special Needs Transport form to their school.

The 2020 Request for Special Needs Transport package is attached. All sections of the request are to be completed and returned to your child's school before Monday 25 November 2019. Incomplete requests cannot be processed.

Any forms received after the 12<sup>th</sup> December 2019 may result in your application being delayed in 2020.

The Department will try to accommodate all changes to previous requests received after the last day of term 2019 however cannot guarantee transport at the beginning of Term 1 2020 and may result in students being placed on a waitlist.

Should your child not require transport assistance in 2020 please advise your school as soon as possible.

Should families/carers chose to provide transport themselves they may be eligible for assistance under the NT Conveyance Subsidy Scheme. This scheme provides assistance with the cost of daily travel for full-time students.

We appreciate your cooperation and look forward to continuing to provide a safe, friendly and efficient service for 2020. If you require any further information regarding the transport service please contact the transport coordinator at your child's school.

Copies of the Transport for Students with Special Needs Policy, Guidelines & Frequently Asked Questions can be found at <https://education.nt.gov.au/policies/transport-for-students-with-special-needs>

Yours sincerely

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