FAO: School Principal

Dear Sir/Madam,

Changes to SSTS applications and the introduction of the School Opal card.

The School Student Transport Scheme (SSTS) gives eligible students free or subsidised travel between home and school, on the approved train, bus or ferry services.

From term one 2016, Transport for NSW will be issuing School Opal cards to students eligible for travel under the School Student Transport Scheme via a new online application process.

The introduction of the new School Opal card and online application form will provide significant benefits for schools:

**Automatic renewal**
Most parents, guardians and students won't need to apply for a School Opal card if they have already been given a school student travel pass and will automatically receive a School Opal card in 2016.

However, parents, guardians and students will need to apply if the student:

- is just starting school and has not had a pass before
- is in a transition year (i.e., year 2 to 3, or 6 to 7)
- is changing schools, including going between primary and secondary school
- or, if the student’s personal details have changed (e.g. address).

**Reduced distribution**
While School Opal cards will automatically sent to schools for existing pass holders for distribution for travel in term one, all new applications received for travel from the start of 2016 will be sent directly to the student’s nominated address.

**Online application form**
Schools will no longer need to keep the SSTS application form as parents, guardians and students can go online from 2 November 2015 to complete their application form, print it out and return it to the school.

**Fewer forms**
Schools will only need to endorse a single application form for each student’s eligible address and send it to a single address (Locked Bag 5085, Parramatta 2124) even if they are applying for multiple services.

**Simplified replacement process**
Schools won't need to endorse additional applications for lost, stolen or damaged passes, as parents, guardians and students simply need to visit www.transportnsw.info/school-students or call 131 500 to order a