

## **MCPS Bus Transportation Request Protocol**

Requests are done electronically. LTL staff must have the school's designated username and password to access the Field Trip Request form on the MCPS website (each school has a unique user id and password to obtain bus services). School administration can assist with requesting access by e-mailing [FieldTrips@mcpsmd.org](mailto:FieldTrips@mcpsmd.org). School administration may provide this information to staff members needing access.

Once a request is made, a field trip ticket will be issued, and on the bottom (in *customer special instructions*) LTL staff should put the name and address of the contact person and entity responsible for payment (often CSC name and your employing agency's billing information). If you have requested LTL Central Office supplemental funds for bus transportation and have received an e-mail pre-approval, the contact person and entity responsible for payment is:

Linkages to Learning Central Office Services Coordinator  
[linkagestolearning@montgomerycountymd.gov](mailto:linkagestolearning@montgomerycountymd.gov)  
240.777.4473  
1401 Rockville Pike, Suite 310  
Rockville, MD 20852

For more information, go to:

<http://www.montgomeryschoolsmd.org/departments/transportation/fieldtrips/faq.aspx#01>

For any additional questions, contact the MCPS Business Service Analyst at [Georgia.Cornell@mcpsmd.org](mailto:Georgia.Cornell@mcpsmd.org).