

Collaborative Arts Middle School MetroCard Replacement Request

Return to: Main Office

Please note: If this form is not signed by the parent or guardian, it will be returned with no action taken. Students may pick up their metrocards in the Main Office at dismissal on Mondays, Wednesdays or Fridays. Metrocard replacements may take 5-7 days.

Student's Name

Official Class

Date

Lost, stolen or damaged?

Full-fare or half-fare?

Home Address

Telephone #

Official Class Teacher

Room #

Student: Please explain (what happened, where, when) below:

Parent/Guardian's Signature: _____

Office Use Only	
_____ Deactivated Card #	_____ Replacement Card #