



Buffalo City School District  
Transportation Department  
105 Bailey Avenue  
Buffalo, NY 14220-1093  
716-816-4895

## **PROCESS FOR SUBMITTING STUDENT PHOTOS FOR SCHOOL METRO PASS.**

YOU MAY SEND COPIES OF STUDENT PHOTOS ON A CD, USB OR VIA EMAIL (ZIP File). ALONG WITH THE STUDENTS PHOTOS, I WILL NEED AN EXCEL SPREADSHEET WITH THE NAMES OF THE STUDENTS AND STUDENT ID CORRESPONDING WITH THE SUBMITTED PHOTOS.

THE PHOTO MUST BE A HEAD SHOT SIMILAR TO A PASSPORT PHOTO. THE NAME OF THE PHOTO SHOULD BE THE **STUDENTID.JPG**. THE STUDENT ID IS THE NUMBER THAT IS ASSIGNED BY BPS TRANSPORTATION DEPARTMENT AND WILL BE LISTED ON THE NEEDS PHOTO LIST THAT WILL BE SENT TO YOU TWICE A WEEK IF A PHOTO OF THE STUDENT IS NEEDED.

MY CONTACT INFORMATION IS

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