



## **Special Education Transportation**

All Special Education Transportation serviced requests must be submitted through ESPED via the Transportation Services Eligibility Form.

#### **Extended School Year**

• Forms must for submitted to the Transportation Department for students receiving special education transportation for the Extended School Year (ESY) no later than April.

#### **New Students**

- It will take 3-5 school days to process requests for New Students once the completed forms to include their IEP/ARD have been received by the Transportation Routing Department.
- New Enrollees must submit a Transportation Services Eligibility Form to include their IEP/ARD no later than the beginning of August in order to be assigned a special education route for the first day of school.

### **Existing Student**

- Students who had prior special education transportation will need to submit a Transportation Services Eligibility Form for the Following Year Services box marked. Please verify the information reflects changes to address, phone, or contact information as well as equipment or status changes i.e. the need for a car seat, need for a safety vest, can be left unattended, etc. This form should be submitted through ESPED no later than May to include their new IEP/ARD.
- All general education students who currently require special education transportation with continuing eligibility for the upcoming school year should submit an updated Section 504 Transportation Request Form to the Transportation Department no later than May.

# All transportation forms submitted after the Aug 15<sup>th</sup> deadline will be processed in the order they are received by the Routing Department and may take up to 10 full school days to process.

If you have any questions or comments, please call the Transportation Department at (210) 945-1230.

It is the policy of Judson Independent School District not to discriminate on the basics of age, race, religion, color, and national origin, sex, marital or veteran status, disability or other legally protected status in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Human Resources, 8012 Shin Oak, Live Oak, TX 78233, 210-945-5608.