

# Specialized Transportation Process

**PLEASE LET YOUR PARENTS KNOW THAT THE TRANSPORTATION DEPARTMENT NEEDS A MINIMUM OF FIVE (5) DAYS TO PROCESS NEW REQUESTS.**

To qualify for Specialized Transportation, a student's GQP and IEP team must agree that special transportation is required for the student to access their Special Education. In addition, it must appear on the student's current evaluation and IEP.

For the student to receive specialized transportation, the case manager must complete an electronic Request for Specialized Transportation form and return it to Lori Kanz in Special Services via e-mail.

When a student enters our district with specialized transportation on their IEPs or specialized transportation is added for existing students:

- The Case Manager completes the form and emails it to Lori Kanz in Special Services. **Note: these requests must be approved by the Special Services Director or Supervisor, rather than the building Administrator.**
- Special Services reviews the IEP and evaluation to ensure that the student qualifies for Specialized Transportation. If the student does qualify, Special Services e-mails the approved and budget-coded request to Transportation with a cc to the Case Manager.
- The Transportation Team processes the request – **Please note that the Transportation Department needs a minimum of five days to process new requests.**

## Preparation for the Next School Year

In May, using the process outlined above, prepare a request for each student for the following school year. The sending teacher is responsible for students transitioning from one building to another.

## Field Trip Requests

Field Trip requests occur within the buildings and are paid with building funds.