



# Special Education and McKinney Vento Transportation Request Process Quick Guide

## CASE 1: Student has transportation as a related service on his/her IEP

**STEP 1: A 1066 must be completed by the School or Special Education Instructional Specialist** → A 1066 is required whenever transportation services are requested or updated. Pertinent health information should be included on the 1066. If a behavioral plan exists, that should also be indicated on the 1066 and the behavioral plan should be uploaded to Enrich.

**NOTE:** Emails or phone calls without a completed 1066 will only result in delays setting up transportation services

**STEP 2: 1066 is sent to the correct SE&O OSII** → The OSII will review the 1066 to ensure all necessary information is correct and up-to-date before submitting the form to Transportation Services.

**NOTE:** A 1066 with missing or incomplete information will be returned to the individual who completed the form and will delay setting up transportation services.

### **TO ENSURE STUDENT SAFETY, ALLOW UP TO 10 SCHOOL DAYS FOR THE NEXT STEP IN THE PROCESS**

**STEP 3: Transportation Services routes student upon receipt of 1066 from the SE&O OSII** → Transportation Services determines the mode of transportation, yellow bus or third-party vendor, based on the student’s unique needs as communicated via the 1066.

#### **NOTIFICATIONS PRIOR TO START OF TRANSPORTATION**

<b>MODE: YELLOW BUS</b>	<b>MODE: THIRD-PARTY VENDOR</b>
<ul style="list-style-type: none"><li>• Notification sent by Transportation Services to School</li><li>• Information made available in Parent Portal and Infinite Campus</li></ul>	<ul style="list-style-type: none"><li>• Notification sent by Transportation Services to School (and families new to third-party vendor transportation)</li><li>• Family meeting set up by vendor</li></ul>

**NOTE:** Future changes will require a new 1066

### **QUESTIONS? CONTACT YOUR SE&O OSII**

**CASE 2:**  
**Student has transportation as a related service on his/her IEP and student is McKinney Vento**

**STEP 1: A 1066 must be completed by the School or Special Education Instructional Specialist** → A 1066 is required whenever transportation services are requested or updated. Pertinent health information should be included on the 1066. If a behavioral plan exists, that should also be indicated on the 1066 and the behavioral plan should be uploaded to Enrich.

**NOTE:** Emails or phone calls without a completed 1066 will only result in delays setting up transportation services

**STEP 2: 1066 is sent to the correct SE&O OSII** → The OSII will review the 1066 to ensure all necessary information is correct and up-to-date before submitting the form to Transportation Services.

**NOTE:** A 1066 with missing or incomplete information will be returned to the individual who completed the form and will delay setting up transportation services.

**STEP 3: Homeless Education Network (HEN) sends Proof of Address (POA) Letter to Transportation Services** → Transportation Services reviews the POA to ensure all necessary information is correct and up-to-date before processing the request.

**NOTE:** Transportation Services requires both a 1066 and POA to set up transportation.

**TO ENSURE STUDENT SAFETY, ALLOW UP TO 10 SCHOOL DAYS FOR THE NEXT STEP IN THE PROCESS**

**STEP 4: Transportation Services routes student upon receipt of 1066 from the SE&O OSII** → Transportation Services determines the mode of transportation, yellow bus or third-party vendor, based on the student’s unique needs as communicated via the 1066.

**NOTIFICATIONS PRIOR TO START OF TRANSPORTATION**

<b>MODE: YELLOW BUS</b>	<b>MODE: THIRD-PARTY VENDOR</b>
<ul style="list-style-type: none"> <li>Notification sent by Transportation Services to School</li> <li>Information made available in Parent Portal and Infinite Campus</li> </ul>	<ul style="list-style-type: none"> <li>Notification sent by Transportation Services to School (and families new to third-party vendor transportation)</li> <li>Family meeting set up by vendor</li> </ul>

**NOTE:** Future changes will require a new 1066 and POA

*For more information on the McKinney-Vento Homeless Education Assistance Act and HEN services, contact the McKinney-Vento Homeless Liaison for your school (see next page) or visit: [www.childservices.dpsk12.org](http://www.childservices.dpsk12.org)*



**CASE 2:  
Student has transportation as a related service on his/her IEP  
and student is McKinney Vento**

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