

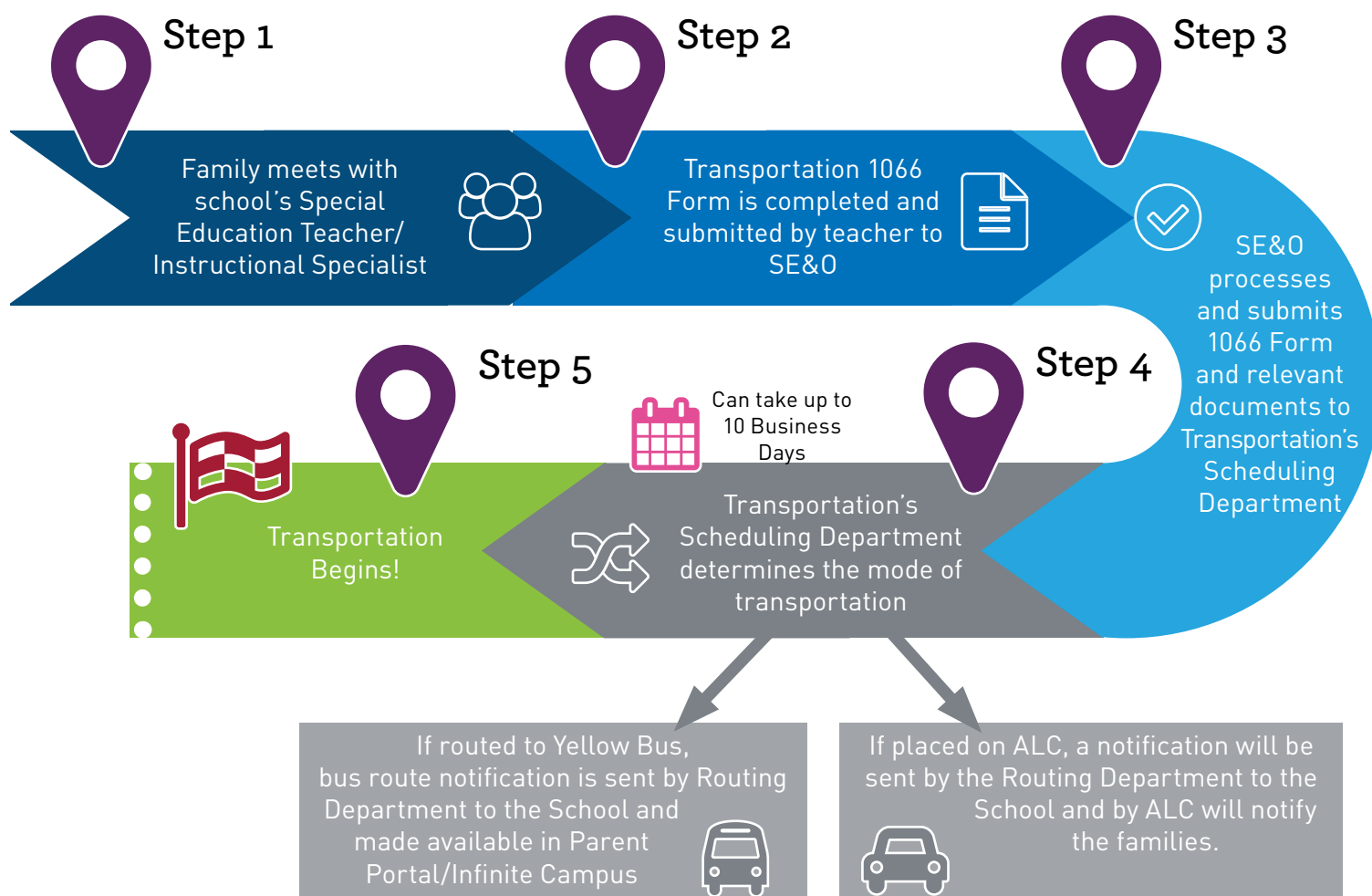
# Special Education Transportation Request Process

## Information for Students and Families

Transportation Services is committed to providing safe and pleasant trip to and from school for your students.

For students with an Individualized Education Program (IEP) designation, and transportation as a related service, Transportation Services must receive complete and accurate information regarding your student's special needs from the office of Student Equity and Opportunity (SE&O) to ensure safe transportation.

The Transportation 1066 Form is required before transportation service can begin. In accordance with the Family Education Rights and Privacy Act (FERPA) all personal information regarding students is strictly confidential.



In addition to Standard Yellow Bus Route services, DPS Transportation Services utilizes a third-party company, American Logistics Company (ALC) to provide services to families of students with special needs.

### What to do if my address changes?

If at any time your address or contact information changes, please:

1. Notify the school's front office to update Infinite Campus
2. Notify student's special needs teacher to update the 1066 form to submit to SE&O.

All questions should be directed to the SE&O office.



### Who do I contact with Questions?

All questions should be directed to your student's special needs teacher, who can contact a DPS SE&O representative if needed.

