

Special Education Transportation Request Process

Information for Schools and Departments

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

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 automatically routed to SE&O → Your school's SE&O 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 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.

NOTE: Future changes will require a new 1066

NOTIFICATIONS PRIOR TO START OF TRANSPORTATION

MODE: YELLOW BUS

- Notification sent by Transportation Services to School
- Bus route will be made available in Parent Portal and Infinite Campus

MODE: THIRD-PARTY VENDOR

- Notification sent by Transportation Services to School (and families new to third-party vendor transportation)
- Vendor will notify family and set up meeting

* including Foster Care students with transportation as a related service on their IEP.

Questions? [Contact your SE&O OSII](#)

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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 automatically routed to SE&O → Your school's SE&O 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 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

MODE: YELLOW BUS

- Notification sent by Transportation Services to School
- Bus route will be made available in Parent Portal and Infinite Campus

MODE: THIRD-PARTY VENDOR

- Notification sent by Transportation Services to School (and families new to third-party vendor transportation)
- Vendor will notify family and set up meeting

TRANSPORTATION BEGINS!

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

For more information on the McKinney-Vento Homeless Education Assistance Act and HEN services, contact the McKinney-Vento Homeless Liaison for your school or visit: www.childservices.dpsk12.org.

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