Digital Transportation Form 1066 Instructions

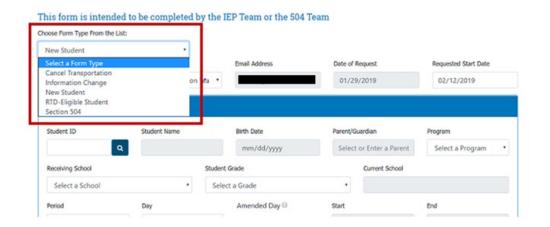
The online **Transportation Form 1066** for student with disabilities can be found by following this <u>link</u> or by navigating to <u>The Commons > Department Directory > Transportation Services > Routing > Special <u>Education Transportation</u>. Please, use Google Chrome for optimal user experience.</u>

Note: You can find definitions of key terms in the Digital Transportation Form 1066 Glossary.

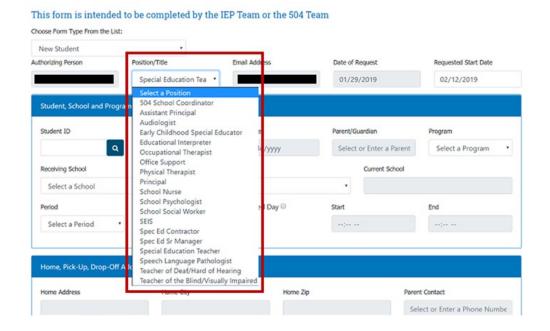
GETTING STARTED

Step 1: Log into the form using your DPS username and password. Note that your name, email address, and **date of request** will automatically populate and you will not be able to edit this information.

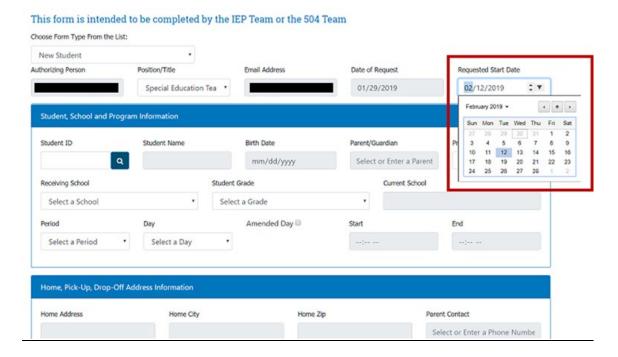
Step 2: Select the desired **form type** from the drop-down list as seen below:



Step 3: Select your role from the **Position / Title** dropdown menu.

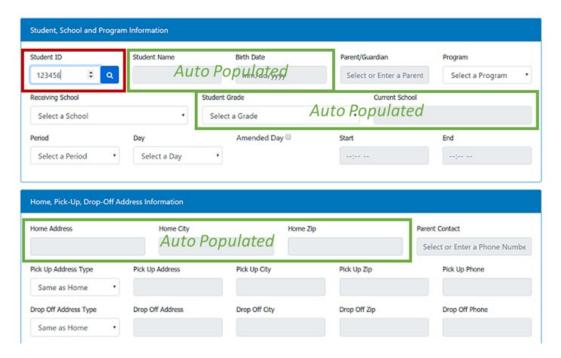


Step 4: Select a <u>requested start date</u> for the transportation service keeping in mind that DPS Transportation Services requires 7-10 business days to process your request.

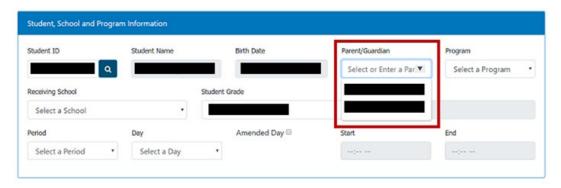


STUDENT, SCHOOL & PROGRAM INFORMATION

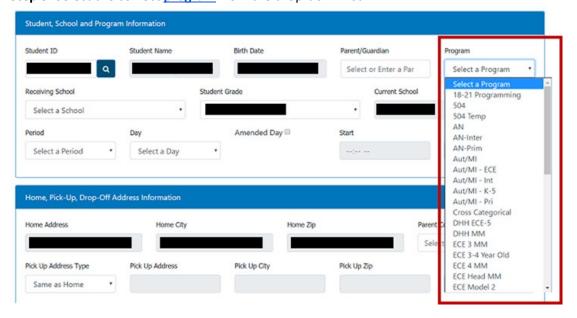
Step 1: Enter the <u>student ID</u> number. Click on the search button to auto populate the <u>student name</u>, <u>birth date</u>, <u>student grade</u>, <u>current school</u>, and <u>home address fields</u>.

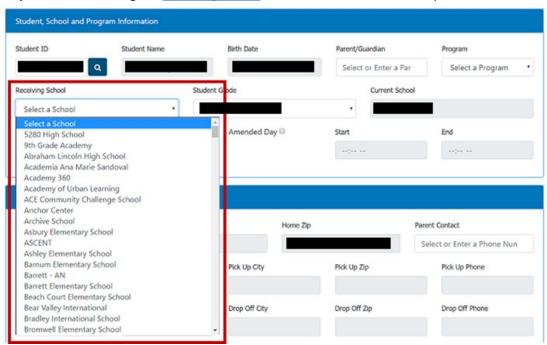


Step 2: Select the main <u>parent/guardian contact</u> from the drop-down list. If the main parent/guardian does not appear on the drop-down list, you can enter his/her name manually.



Step 3: Select the correct program from the drop-down list.

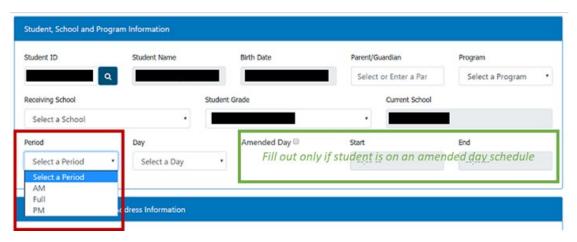




Step 4: Select the assigned receiving school that the student needs transportation to and from.

Step 5: Select the <u>period</u> the student is assigned to from the drop-down list. Period refers to the time of day the student is attending school. It does <u>not</u> indicated whether or not the student is on an amended day schedule.

If the student is on an amended day schedule (i.e., if the student's start bell time is later than his/her peers or if the end bell time is earlier than his/her peers), check the <u>Amended Day</u> box and provide the <u>amended start and end times</u> in the corresponding fields. Please, <u>DO NOT</u> check this box to enter the regular bell schedule.



Student, School and Program Information Student ID Student Name Birth Date Parent/Guardian Select or Enter a Par Select a Program Receiving School Student Grade Current School Select a School Period Amended Day Select a Period Select a Day M,T Home, Pick-Up, Drop-Off Ad M,T,F M,T,Th M,T,Th,F Home Address Home Zip Parent Contact M,W M-W Select or Enter a Phone Nun M,W,Th M,W,Th,F Pick Up City Pick Up Zip Pick Up Phone Pick Up Address Type M,W,F

Drop Off City

Step 6: Select the days the student will be attending from drop-down list (e.g., M-F).

HOME, PICK-UP AND DROP-OFF INFORMATION

M,Th

M-Th M-F

T,W T,W,F T,Th

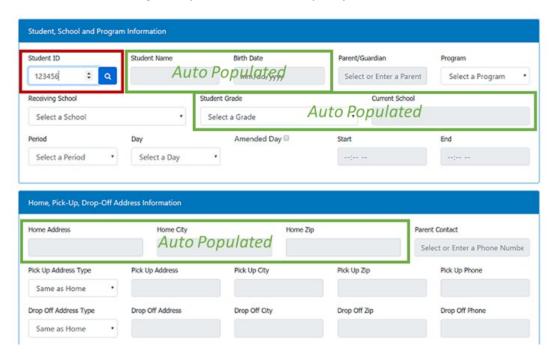
Same as Home

Drop Off Address Type
Same as Home

Note: The student's home address fields auto populated when you entered the student ID number in the "Student, School & Program Information" section of the form.

Drop Off Zip

Drop Off Phone



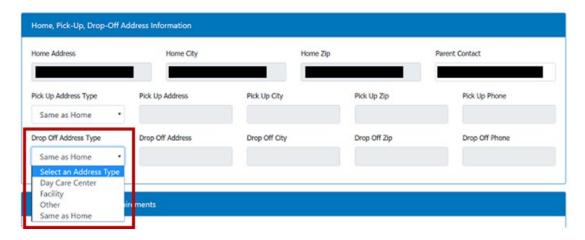
Step 1: Select the best <u>parent/guardian contact phone number</u> for transportation notifications from the drop-down list. If the best parent/guardian contact number does not appear on the drop-down list, you can enter it manually. *Please remember to ask the parent/guardian to update their phone number with the school if it is not listed in the drop-down list.*



Step 2: Provide <u>pick-up address</u> information, if different from the home address. If that is the case, select the address type from drop-down list where the student will be picked up at the start of the day. Note that if pick-up address is not the same as home address, address must be within 1-mi distance from the home address.

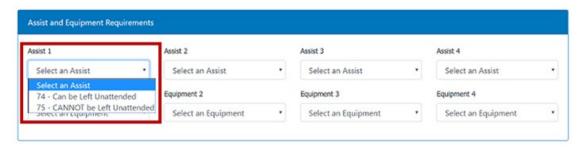


Step 3: Provide <u>drop-off address</u> information, if different from the home address. If that is the case, select the address type from drop-down list where the student will be dropped off at the end of the day. Note that if drop-off address is not the same as home address, address must be within 1-mi distance from the home address.

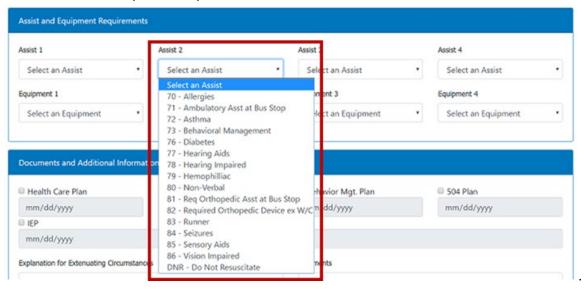


ASSIST & EQUIPMENT REQUIREMENTS

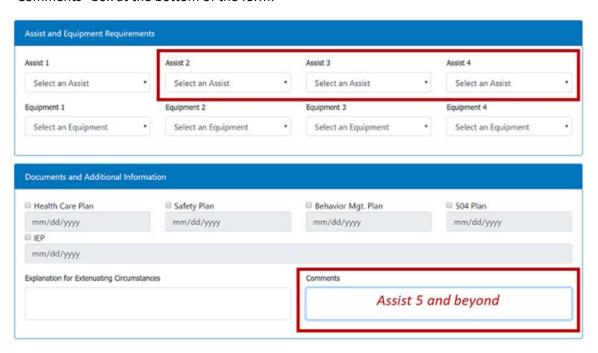
Step 1: Select from the drop-down list in "Assist 1" if the student <u>CAN be left unattended</u> or <u>CANNOT be left unattended</u>. This is a mandatory field.



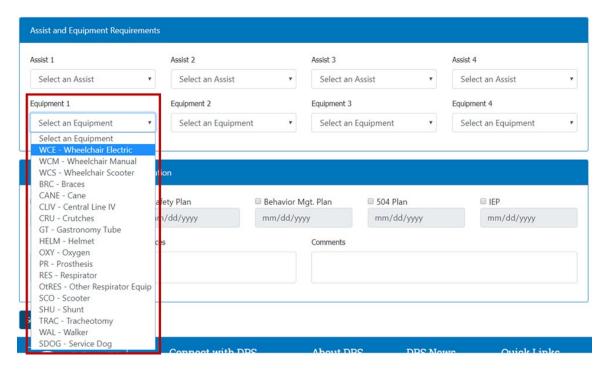
Step 2: Provide all applicable <u>assist information</u> by selecting the corresponding item from the drop-down list in "Assist 2", "Assist 3", and "Assist 4".



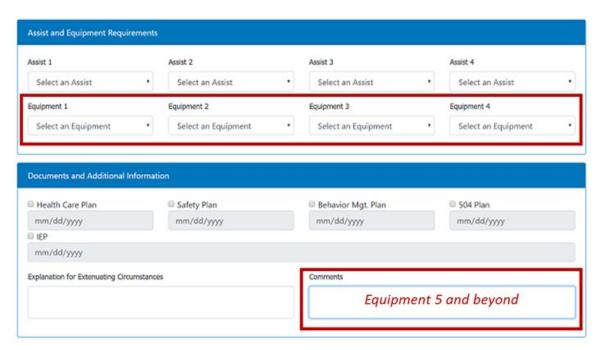
If the student has more than 4 assist requirements, enter the additional assist information in the "Comments" box at the bottom of the form.



Step 3: Select all required <u>equipment</u> for transporting the student from the drop-down list. **IMPORTANT:** If the student requires a wheelchair, please note this in the "Equipment 1" field.

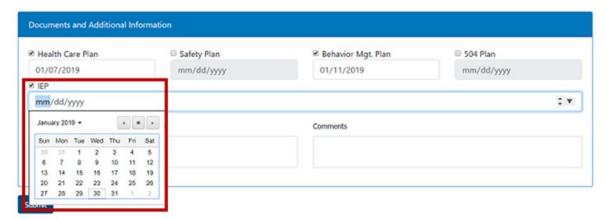


If the student has more than 4 equipment requirements, enter the additional equipment information in the "Comments" box at the bottom of the form.



DOCUMENTS & ADDITIONAL COMMENTS

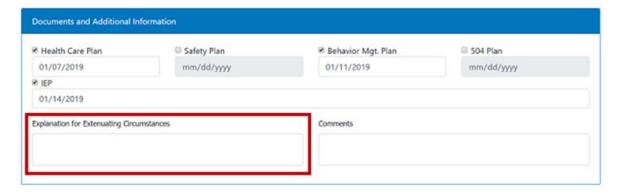
Step 1: Indicate if the student has a <u>Health Care Plan, Safety Plan, Behavior Management Plan, and/or 504 Plan</u> by checking the corresponding box. If a box is checked, you must enter the most current date of the plan in question.



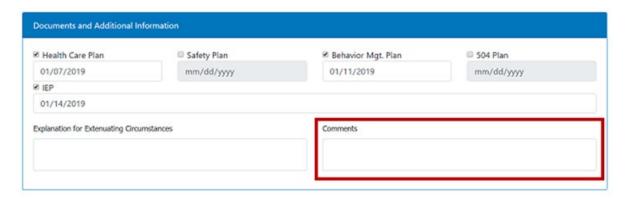
Step 2: Use the "Explanation for Extenuating Circumstances" text box in special cases. This additional information will help answer questions the Student Equity & Opportunity Office Support staff and Transportation Services Routing staff may have regarding your request.

Examples:

- Special Education student who is also a Foster Care or McKinney Vento student and resides outside of the DPS boundary
- 2. Special Education student who is not transported to the center program that is closest to the student's home school and the reason for that placement decision



Step 3: Use the "Comments" text box if any additional information needs to be conveyed (e.g., additional assist notes, equipment notes, etc.)



Step 4: Click the "Submit" button and you are done!

NEXT STEPS

Upon submitting the form, the requestor will receive an automated email notifying him/her that the request has been received by the Student Equity and Opportunity staff for processing. Once the submitted information has been reviewed and approved, a final pdf of the 1066 form will be sent to Transportation Services to set up the service.

Please, note that if changes or updates are needed after the 1066 final pdf has been submitted to Transportation Services, a new 1066 request must be filled out.