

## Digital Transportation Form 1066 Instructions

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

**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:

This form is intended to be completed by the IEP Team or the 504 Team

Choose Form Type From the List:

- New Student
- Select a Form Type
- Cancel Transportation Information Change
- New Student
- RTD-Eligible Student
- Section 504

on ma \* Email Address [REDACTED] Date of Request 01/29/2019 Requested Start Date 02/12/2019

Student ID [REDACTED] Student Name [REDACTED] Birth Date mm/dd/yyyy Parent/Guardian Select or Enter a Parent Program Select a Program

Receiving School Select a School Student Grade Select a Grade Current School [REDACTED]

Period Day Amended Day Start End

**Step 3:** Select your role from the [Position / Title](#) dropdown menu.

This form is intended to be completed by the IEP Team or the 504 Team

Choose Form Type From the List:

- New Student

Authorizing Person [REDACTED] Position/Title Special Education Tea Email Address [REDACTED] Date of Request 01/29/2019 Requested Start Date 02/12/2019

Student, School and Program [REDACTED]

- Select a Position
- 504 School Coordinator
- Assistant Principal
- Audiologist
- Early Childhood Special Educator
- Educational Interpreter
- Occupational Therapist
- Office Support
- Physical Therapist
- Principal
- School Nurse
- School Psychologist
- School Social Worker
- SEIS
- Spec Ed Contractor
- Spec Ed Sr Manager
- Special Education Teacher
- Speech Language Pathologist
- Teacher of Deaf/Hard of Hearing
- Teacher of the Blind/Visually Impaired

Student ID [REDACTED] Parent/Guardian Select or Enter a Parent Program Select a Program

Receiving School Select a School Current School [REDACTED]

Period Select a Period Day Amended Day Start End

Home, Pick-Up, Drop-Off Address [REDACTED] Home Address [REDACTED] Home City [REDACTED] Home Zip [REDACTED] Parent Contact Select or Enter a Phone Number

**Step 4:** Select a [requested start date](#) for the transportation service keeping in mind that DPS Transportation Services requires 7-10 business days to process your request.

This form is intended to be completed by the IEP Team or the 504 Team

Choose Form Type From the List:

New Student

Authorizing Person

Position/Title  
Special Education Tea

Email Address

Date of Request  
01/29/2019

Requested Start Date  
02/12/2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

**Student, School and Program Information**

Student ID: [Search] Student Name: [ ] Birth Date: [mm/dd/yyyy] Parent/Guardian: [Select or Enter a Parent]

Receiving School: [Select a School] Student Grade: [Select a Grade] Current School: [ ]

Period: [Select a Period] Day: [Select a Day] Amended Day: [ ] Start: [ ] End: [ ]

**Home, Pick-Up, Drop-Off Address Information**

Home Address: [ ] Home City: [ ] Home Zip: [ ] Parent Contact: [Select or Enter a Phone Number]

**STUDENT, SCHOOL & PROGRAM INFORMATION**

**Step 1:** Enter the [student ID](#) number. Click on the search button to auto populate the [student name](#), [birth date](#), [student grade](#), [current school](#), and [home address](#) fields.

**Student, School and Program Information**

Student ID: [123456] Student Name: [Auto Populated] Birth Date: [mm/dd/yyyy] Parent/Guardian: [Select or Enter a Parent] Program: [Select a Program]

Receiving School: [Select a School] Student Grade: [Auto Populated] Current School: [ ]

Period: [Select a Period] Day: [Select a Day] Amended Day: [ ] Start: [ ] End: [ ]

**Home, Pick-Up, Drop-Off Address Information**

Home Address: [Auto Populated] Home City: [ ] Home Zip: [ ] Parent Contact: [Select or Enter a Phone Number]

Pick Up Address Type: [Same as Home] Pick Up Address: [ ] Pick Up City: [ ] Pick Up Zip: [ ] Pick Up Phone: [ ]

Drop Off Address Type: [Same as Home] Drop Off Address: [ ] Drop Off City: [ ] Drop Off Zip: [ ] Drop Off Phone: [ ]

**Step 2:** Select the main [parent/guardian contact](#) 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.

The screenshot shows the 'Student, School and Program Information' form. The 'Parent/Guardian' dropdown menu is highlighted with a red box. The dropdown menu contains a search icon and the text 'Select or Enter a Par...'. Other fields in the form include Student ID, Student Name, Birth Date, Receiving School, Student Grade, Period, Day, Amended Day, Start, and End.

**Step 3:** Select the correct [program](#) from the drop-down list.

The screenshot shows the 'Student, School and Program Information' form with the 'Program' dropdown menu open. The dropdown menu is highlighted with a red box and contains the following options: Select a Program, 18-21 Programming, S04, S04 Temp, AN, AN-Inter, AN-Prim, Aut/MI, Aut/MI - ECE, Aut/MI - Int, Aut/MI - K-5, Aut/MI - Pri, Cross Categorical, DHH ECE-5, DHH MM, ECE 3 MM, ECE 3-4 Year Old, ECE 4 MM, ECE Head MM, and ECE Model 2. Below the form, the 'Home, Pick-Up, Drop-Off Address Information' section is visible, including fields for Home Address, Home City, Home Zip, Pick Up Address Type, Pick Up Address, Pick Up City, and Pick Up Zip.

**Step 4:** Select the assigned [receiving school](#) that the student needs transportation to and from.

Student, School and Program Information

Student ID: [Redacted] Student Name: [Redacted] Birth Date: [Redacted] Parent/Guardian: Select or Enter a Par Program: Select a Program

Receiving School: [Select a School] Student Grade: [Redacted] Current School: [Redacted]

Amended Day  Start: [Redacted] End: [Redacted]

Home Zip: [Redacted] Parent Contact: Select or Enter a Phone Nun

Pick Up City: [Redacted] Pick Up Zip: [Redacted] Pick Up Phone: [Redacted]

Drop Off City: [Redacted] Drop Off Zip: [Redacted] Drop Off Phone: [Redacted]

**Step 5:** Select the [period](#) the student is assigned to from the drop-down list. Period refers to the time of day the student is attending school. It does not 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 [Amended Day](#) box and provide the [amended start and end times](#) in the corresponding fields. Please, **DO NOT** check this box to enter the regular bell schedule.

Student, School and Program Information

Student ID: [Redacted] Student Name: [Redacted] Birth Date: [Redacted] Parent/Guardian: Select or Enter a Par Program: Select a Program

Receiving School: [Select a School] Student Grade: [Redacted] Current School: [Redacted]

Period: [Select a Period] Day: [Select a Day] Amended Day  Start: [Redacted] End: [Redacted]

*Fill out only if student is on an amended day schedule*

Address Information

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

The screenshot shows a web form with two main sections. The top section, titled "Student, School and Program Information", contains fields for Student ID, Student Name, Birth Date, Parent/Guardian, Program, Receiving School, Student Grade, Current School, Period, Day, Amended Day, Start, and End. The "Day" dropdown menu is open, showing a list of days: M, M,T, M,T,F, M,T,Th, M,T,Th,F, M,W, M,W,Th, M,W,Th,F, M,W,F, M,Th, M-Th, M-F, T, T,W, T,W,F, T,Th. The bottom section, titled "Home, Pick-Up, Drop-Off Address Information", contains fields for Home Address, Home Zip, Parent Contact, Pick Up City, Pick Up Zip, Pick Up Phone, Drop Off City, Drop Off Zip, and Drop Off Phone.

## HOME, PICK-UP AND DROP-OFF INFORMATION

**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.

The screenshot shows the same web form as above, but with the "Auto Populated" fields highlighted. The Student ID field is highlighted with a red box and contains the value "123456". The Student Name, Birth Date, Student Grade, and Current School fields are highlighted with a green box and labeled "Auto Populated". The Home Address, Home City, and Home Zip fields are also highlighted with a green box and labeled "Auto Populated".

**Step 1:** Select the best [parent/guardian contact phone number](#) 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.***

The screenshot shows a form titled "Home, Pick-Up, Drop-Off Address Information". It contains several input fields: Home Address, Home City, Home Zip, Pick Up Address Type (with a dropdown menu set to "Same as Home"), Pick Up Address, Pick Up City, Pick Up Zip, Drop Off Address Type (with a dropdown menu set to "Same as Home"), Drop Off Address, Drop Off City, and Drop Off Zip. A red box highlights the "Parent Contact" dropdown menu, which is currently open and displays a list of phone numbers, with the top option being "Select or Enter a Phone Num".

**Step 2:** Provide [pick-up address](#) 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.

The screenshot shows the same form as above. A red box highlights the "Pick Up Address Type" dropdown menu, which is open and displays a list of address types: "Same as Home", "Select an Address Type", "Day Care Center", "Facility", "Other", and "Same as Home".

**Step 3:** Provide [drop-off address](#) 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.

The screenshot shows a form titled "Home, Pick-Up, Drop-Off Address Information". It contains several input fields: Home Address, Home City, Home Zip, Parent Contact, Pick Up Address Type (set to "Same as Home"), Pick Up Address, Pick Up City, Pick Up Zip, Pick Up Phone, Drop Off Address Type (open dropdown menu), Drop Off Address, Drop Off City, Drop Off Zip, and Drop Off Phone. The dropdown menu for "Drop Off Address Type" is open, showing options: "Same as Home", "Select an Address Type", "Day Care Center", "Facility", "Other", and "Same as Home". The "Select an Address Type" option is highlighted in blue. A red box highlights the dropdown menu.

### ASSIST & EQUIPMENT REQUIREMENTS

**Step 1:** Select from the drop-down list in "Assist 1" if the student [CAN be left unattended](#) or [CANNOT be left unattended](#). This is a mandatory field.

The screenshot shows a form titled "Assist and Equipment Requirements". It contains several dropdown menus: Assist 1, Assist 2, Assist 3, Assist 4, Equipment 2, Equipment 3, and Equipment 4. The "Assist 1" dropdown menu is open, showing options: "Select an Assist", "74 - Can be Left Unattended", and "75 - CANNOT be Left Unattended". The "74 - Can be Left Unattended" option is highlighted in blue. A red box highlights the dropdown menu.

**Step 2:** Provide all applicable [assist information](#) by selecting the corresponding item from the drop-down list in “Assist 2”, “Assist 3”, and “Assist 4”.

The screenshot shows the 'Assist and Equipment Requirements' section of a form. It features four columns for 'Assist 1' through 'Assist 4', each with a 'Select an Assist' dropdown menu. Below these are four columns for 'Equipment 1' through 'Equipment 4', each with a 'Select an Equipment' dropdown menu. A red box highlights the 'Assist 2' dropdown menu, which is open and displaying a list of assist categories: 70 - Allergies, 71 - Ambulatory Asst at Bus Stop, 72 - Asthma, 73 - Behavioral Management, 76 - Diabetes, 77 - Hearing Aids, 78 - Hearing Impaired, 79 - Hemophiliac, 80 - Non-Verbal, 81 - Req Orthopedic Asst at Bus Stop, 82 - Required Orthopedic Device ex W/C, 83 - Runner, 84 - Seizures, 85 - Sensory Aids, 86 - Vision Impaired, and DNR - Do Not Resuscitate. Below the assist dropdowns is the 'Documents and Additional Information' section, which includes checkboxes for 'Health Care Plan', 'IEP', 'Behavior Mgt. Plan', and '504 Plan', each followed by a date field (mm/dd/yyyy). There is also a text field for 'Explanation for Extenuating Circumstances'.

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

This screenshot shows the same 'Assist and Equipment Requirements' form. A red box highlights the four 'Assist' dropdown menus (Assist 2, Assist 3, and Assist 4). Below the assist dropdowns is the 'Documents and Additional Information' section, which includes checkboxes for 'Health Care Plan', 'Safety Plan', 'Behavior Mgt. Plan', and '504 Plan', each followed by a date field (mm/dd/yyyy). There is also a text field for 'IEP' with a date field (mm/dd/yyyy). At the bottom of the form, there are two text fields: 'Explanation for Extenuating Circumstances' and 'Comments'. The 'Comments' field contains the text 'Assist 5 and beyond' and is highlighted with a red box.

**Step 3:** Select all required [equipment](#) for transporting the student from the drop-down list.  
**IMPORTANT:** If the student requires a wheelchair, please note this in the “Equipment 1” field.



Assist and Equipment Requirements

Assist 1: Select an Assist

Assist 2: Select an Assist

Assist 3: Select an Assist

Assist 4: Select an Assist

Equipment 1: Select an Equipment

Equipment 2: Select an Equipment

Equipment 3: Select an Equipment

Equipment 4: Select an Equipment

WCE - Wheelchair Electric

WCM - Wheelchair Manual

WCS - Wheelchair Scooter

BRC - Braces

CANE - Cane

CLIV - Central Line IV

CRU - Crutches

GT - Gastronomy Tube

HELM - Helmet

OXY - Oxygen

PR - Prosthesis

RES - Respirator

OtRES - Other Respirator Equip

SCO - Scooter

SHU - Shunt

TRAC - Tracheotomy

WAL - Walker

SDOG - Service Dog

Health Care Plan: mm/dd/yyyy

Safety Plan: mm/dd/yyyy

Behavior Mgt. Plan: mm/dd/yyyy

504 Plan: mm/dd/yyyy

IEP: mm/dd/yyyy

Comments

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

Assist and Equipment Requirements

Assist 1: Select an Assist

Assist 2: Select an Assist

Assist 3: Select an Assist

Assist 4: Select an Assist

Equipment 1: Select an Equipment

Equipment 2: Select an Equipment

Equipment 3: Select an Equipment

Equipment 4: Select an Equipment

Documents and Additional Information

Health Care Plan: mm/dd/yyyy

Safety Plan: mm/dd/yyyy

Behavior Mgt. Plan: mm/dd/yyyy

504 Plan: mm/dd/yyyy

IEP: mm/dd/yyyy

Explanation for Extenuating Circumstances

Comments: *Equipment 5 and beyond*

## DOCUMENTS & ADDITIONAL COMMENTS

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

The screenshot shows a form titled "Documents and Additional Information". It contains several checkboxes and text input fields. The "Health Care Plan" checkbox is checked, with the date "01/07/2019" entered. The "Safety Plan" checkbox is unchecked, with a placeholder "mm/dd/yyyy". The "Behavior Mgt. Plan" checkbox is checked, with the date "01/11/2019" entered. The "504 Plan" checkbox is unchecked, with a placeholder "mm/dd/yyyy". The "IEP" checkbox is checked, and a date picker is open, showing a calendar for January 2019. The date picker is highlighted with a red box. Below the date picker is a "Comments" text box.

**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:*

1. *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*

The screenshot shows the same form as above. The "IEP" checkbox is checked, and the date "01/14/2019" is entered in the text box below it. The "Explanation for Extenuating Circumstances" text box is highlighted with a red box. The "Comments" text box is also visible.

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

Documents and Additional Information

Health Care Plan  Safety Plan  Behavior Mgt. Plan  504 Plan

01/07/2019 mm/dd/yyyy 01/11/2019 mm/dd/yyyy

IEP

01/14/2019

Explanation for Extenuating Circumstances

Comments

**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.