

Procedural Update

Preparing for Transportation for 2017-2018 School Year

Do you have students who receive Special Education-funded transportation?

For students who are currently eligible and are receiving **Special Education-funded transportation, you are required to complete a new Request for Transportation (F-12)** and submit it to the Special Education Department via Fax (619-725-7246) or scan to Kathy Gartland (kgartland@sandi.net) no later than June 15, 2017 in order to ensure that student(s) receive(s) transportation on the first day of school, August 28, 2017.

Attached for your use is the most recent F-12 (you may copy and share), a sample of a “completed” F-12, a LOS (Level of Service) Cheat sheet, and a sample Team Action Page from a LOCKED IEP. Please note that the documents listed at the bottom of the F-12 must be submitted in order for your request to be processed. If a supporting document does not pertain to a specific student, please indicate “N/A.” If you submit an out-dated F-12 or do not include the proper documentation, the entire packet will be returned to you, potentially causing a delay in requested transportation.

If a student is “Must Be Met,” we require the **names and telephone contact information** of specific individuals who will meet student when disembarking the bus. For the safety of the student, we cannot accept generic titles such as Mother, Father, Neighbor, etc.

Do not contact the Transportation Department directly. All communication goes through the Special Education Office. If you have any questions concerning this communication, please contact Kathy Gartland at 619-725-5658 until June 15, 2017 after this date, please contact Lisa Dreyer, Program Manager at 619-725-7389.

Additional information can be found in the Special Education Procedure Manual Chapter 11.