

504 CHAIRPERSON ACTIONS

1. Check the parent address

- A counselor goes to the student's 504 Process and then to the Student, Parent, Committee Information page. Click "Details."

Parent/Guardian Information					
Delete	Name	Relationship	Home Phone	Work Phone	Cell Phone
<input type="checkbox"/>	Fiona and Phillip Test	Both Parents	615-111-1111	615-888-8888	615-676-7676

[Details](#)

[Add New Parent / Guardian](#)

2. Verify contact information

- Ensure the address and phone number are correct. If updates are needed, make the changes and click "Save and Continue."

3. Add Transportation as a Service

- Go to the Services, Accommodations page and, if Transportation is not already present, click "Add Services" to add it.

Add Section 504 Services

Section 504 Services

504-Transportation*

-none-

-none-

-none-

4. Fill out Transportation details

- Fill out the fields for frequency, duration and dates.

Del	Section 504 Service	Num Sessions	Session Length	Dates Start/End	
<input type="checkbox"/>	504-Transportation*	per W	min		Details

As Needed

5. Complete all other sections and finalize the 504 Plan

6. CMCSS: Complete the Transportation 504 Students Form available on the EdPlan Main Menu and submit it to the 504 District Coordinator

504 DISTRICT ADMIN ACTIONS

1. Start the process by clicking the "Transportation" tab and then the "Request" page

2. Fill in all fields that appear on the page

- Each district has customizations, so the exact fields will vary between LEAs.

3. Add pickup/dropoff details for the requested services

- At the bottom of the Request page, click "Add Transportation Services."
- Start by choosing selections from the dropdown boxes in the Transportation and Address Type columns.
- Then choose a contact from the Contact dropdown list. This list shows the Parents/Guardians associated with

the student. After a Contact is selected, the address and phone fields will automatically appear. Contact information also may be typed manually if a Contact is not chosen from the dropdown.

- Check the day(s) of the week for the request, and whether the service is needed in the AM, PM or both.
- Choose "Current School Year" or "Next School Year" from the choices at the top of the page to prepopulate school year dates, or enter custom dates in the field.
- Click "Save and Continue." This will return the system to the main Request page.
- Click "Save and Continue" again, this time from the Transportation Request page. This will move the system to the next page in the process, Documents.

4. Finalize the Request document

- Select "Transportation Request/Order." Create a Draft if desired. When ready, click "Create Final Document."

Select which document you would like to create:

Transportation Request

Transportation Cancellation

Transportation Removal

[Create Draft Document](#) [Create Final Document](#)

- The Transportation Documents page will now display information about the document that was just created.

Select which document you would like to create:

Transportation Request

Transportation Cancellation

Transportation Removal

[Create Draft Document](#) [Create Final Document](#)

Del	Doc Type	Doc ID	Date Generated	Generated By	Document	Status	Action
<input type="checkbox"/>	P	111	2554882	06/27/2013	Wendy Kleinman	Transportation Request PDF Proposed	Modify

5. Approve the Request

- Move on to the "Approvals" page in the process and click the button that says "Response."

Transportation Approvals (Supervisors Only) Wilbur PCG Test

Review and Respond to Transportation Requests

Doc ID	Date Generated	Generated By	Comment	Document	Status	Action
4521723	05/18/2016	Wendy Kleinman		Transportation Request	PDF	Response Modify
3951635	04/07/2015	Wendy Kleinman		Transportation Request	PDF	Completed

- Choose "Approved" or "Accepted," whichever language appears for your district. Add Notes if applicable. Then click "Save and Continue."

This Proposed Transportation Form was: Accepted Declined

Action Taken By: Transportation Test

Date of Signature: 10/20/2016

Notes: Example of notes that may be added

[Back](#) [Save and Continue](#)

- This will pass the request on to the Transportation Office.