

Procedural Update

Preparing for Transportation for 2019-2020 School Year

Do you have students who receive Special Education-funded transportation and **will be moving up a grade level (Elementary to Middle, or Middle to High) to another school next year?**

For students who will be transitioning to a new school next year and are currently eligible and receiving **Special Education-funded transportation, you are required to complete a new Request for Transportation form (F-12)** and submit it to the Special Education Office via Fax (619-725-7246) or scan and send to Naomi Lewis (nlewis1@sandi.net) no later than June 15, 2019 in order to ensure that student is set up to receive transportation on the first day of school, August 26, 2019.

Attached for your use is the most recent F-12, a sample of a “completed” F-12, and a LOS (Level of Service) information sheet.

Please note: SUPPORTING IEP DOCUMENTS listed at the bottom of the F12 are required to be submitted with the F12. If you submit an outdated F-12 or do not include the proper documentation, you will be informed that the F12 will not be processed until the proper paperwork has been received, potentially causing a delay in requested transportation.

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

All communication regarding Special Ed transportation and eligibility goes through the Special Education Office. If you have any questions concerning this communication, please contact Naomi Lewis at 619-725-7426.

Only contact the Transportation Department for questions regarding equipment needs.

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