

How to Fix the Transportation Supplement

Directions are intended to correct error(s) on the Transportation Supplement dealing with special assistance or extra supervision while the student is on the bus.

To Complete the Amendment Form

1. Logon to eSped (www.eSped.com)
2. Click on ARD Forms
3. Select Student
4. Click on FERPA reason: I am writing this student's IEP
5. Highlight and click on **IEP Amendment** (screen 81)
6. Annual date automatically populated
7. Enter Proposed Implementation Date – (the first day of school)
8. Parents were contacted by:
 - Click down arrow and enter name of person that contacted the parent
 - Click down arrow and highlight and click on position of the person who made the contact\
9. Click on method of contact and enter date to the right of the method of contact
10. Click on the box for Transportation Supplement
11. Click on the arrow for that takes you to the Transportation Supplement
12. Make changes on the screen and **SAVE** (see below)
13. Click Return to bring you back to the Amendment screen
14. Input the parent's and the teacher's name
15. Principal signature is required
16. When completed, click on **SAVE**
17. Create and print the document through Reports attaching the amendment form to the transportation form
18. Place both forms in the eligibility folder and send a copy to the parent
19. Archive the report created (Amendment form & Transportation Supplement)

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1. Highlight and click on “eStar Transportation Eligibility (1)”
2. If the student requires special assistance or extra supervision, click on the appropriate box
3. If the student DOES NOT require special assistance or extra supervision, leave box(es) unchecked
4. Verify that all other appropriate box(es) are selected as required by the student
5. When the form is completed, click on **SAVE**
6. **Click on the “Pending” button**
 - Clicking on this button lets the Transportation Department know that the transportation supplement has been updated