

Verifying the Transportation Supplement

Use to verify that all students requiring transportation services will have this service on the first day of school

1. Compare the eSped student transportation list to the Transportation Department student list
2. Verify that all students on the eSped list, which includes all the students who had transportation in the 09-10 school year, are on the list from the Transportation Department which includes all of the students for whom the Transportation Department has a Transportation Supplement requesting bus service in the 10-11 school year
3. If a student is on the eSped list but not the transportation list, a transportation supplement must be completed and submitted to the Transportation Department for that student
4. To complete the Transportation Supplement, follow the steps on the “How to Fill Out a Transportation Form” document
5. Once the form has been updated, click on the “Pending” button
 - Clicking on this button lets the Transportation Department know the Transportation Supplement has been updated
6. Once the Transportation Supplement has been submitted to the Transportation Department, add the student’s name to your copy of the Transportation Department student list
7. Once all students requiring transportation services have been verified on the eSped student transportation list and the Transportation Department student list, the supervisor/teacher specialist needs to sign the Transportation Department student list
8. Make a copy of the signed Transportation Department student list and give the original list to Melissa Whiddon