

ESY Digital Transportation Form 1066 Instructions

The online **Transportation Form 1066** for students with disabilities, can be found by following this [link](#) or by navigating to [The Commons > Department Directory > Transportation Services > Routing > Special Education Transportation](#). Please, use **Google Chrome** for optimal user experience.

Note: You can find definitions of key terms in the [ESY Digital Transportation Form 1066 Glossary](#).

GETTING STARTED

Step 1: Log into the form using your DPS username and password. Note that your name, email address, and the Date of Request will automatically populate and you will not be able to edit this information.

Step 2: Select **ESY Program** from the **Form Type** drop-down list as seen below:

This form is intended to be completed by the IEP Team or the 504 Team

Choose Form Type From the List:

- New Student
- Select a Form Type
- Cancel Transportation
- Information Change
- New Student
- RTD-Eligible Student
- Section 504

Email Address: [Redacted] Date of Request: 01/29/2019 Requested Start Date: 02/12/2019

Student ID: [Search] Student Name: [Text] Birth Date: mm/dd/yyyy Parent/Guardian: Select or Enter a Parent Program: Select a Program

Receiving School: Select a School Student Grade: Select a Grade Current School: [Text]

Period: [Text] Day: [Text] Amended Day: [Text] Start: [Text] End: [Text]

Step 3: Select your **Position/Title** from the **Position / Title** drop-down list as seen below:.

This form is intended to be completed by the IEP Team or the 504 Team

Choose Form Type From the List:

- New Student

Authorizing Person: [Redacted] Position/Title: Special Education Tea Email Address: [Redacted] Date of Request: 01/29/2019 Requested Start Date: 02/12/2019

Student, School and Program

- Select a Position
- 504 School Coordinator
- Assistant Principal
- Audiologist
- Early Childhood Special Educator
- Educational Interpreter
- Occupational Therapist
- Office Support
- Physical Therapist
- Principal
- School Nurse
- School Psychologist
- School Social Worker
- SEIS
- Spec Ed Contractor
- Spec Ed Sr Manager
- Special Education Teacher
- Speech Language Pathologist
- Teacher of Deaf/Hard of Hearing
- Teacher of the Blind/Visually Impaired

Student ID: [Search] Receiving School: Select a School Period: Select a Period

Parent/Guardian: Select or Enter a Parent Program: Select a Program

Current School: [Text]

Day: [Text] Start: [Text] End: [Text]

Home, Pick-Up, Drop-Off Address

Home Address: [Text] Home City: [Text] Home Zip: [Text] Parent Contact: Select or Enter a Phone Number

Step 4: Select **Requested Start Date**, and enter **06/08/2020**. To ensure curb to curb transportation for your student. Submit this form by 04/10/2020. Anything submitted after this date, the student will need to go to an already existing bus stop. **No Exceptions!**

This form is intended to be completed by the IEP Team or the 504 Team

Choose Form Type From the List:
New Student

Authorizing Person: [Redacted] Position/Title: Special Education Tea Email Address: [Redacted] Date of Request: 01/29/2019 Requested Start Date: 02/12/2019

Student, School and Program Information

Student ID: [Redacted] Student Name: [Redacted] Birth Date: mm/dd/yyyy Parent/Guardian: Select or Enter a Parent

Receiving School: Select a School Student Grade: Select a Grade Current School: [Redacted]

Period: Select a Period Day: Select a Day Amended Day: [] Start: ---:-- End: ---:--

Home, Pick-Up, Drop-Off Address Information

Home Address: [Redacted] Home City: [Redacted] Home Zip: [Redacted] Parent Contact: Select or Enter a Phone Number

STUDENT, SCHOOL & PROGRAM INFORMATION

Step 1: Enter the student's DPS **Student ID** number. Click on the magnify glass search button to auto populate the student name, birth date, student grade, current school, and home address fields.

Student, School and Program Information

Student ID: 123456 Student Name: Auto Populated Birth Date: mm/dd/yyyy Parent/Guardian: Select or Enter a Parent Program: Select a Program

Receiving School: Select a School Student Grade: Auto Populated Current School: Auto Populated

Period: Select a Period Day: Select a Day Amended Day: [] Start: ---:-- End: ---:--

Home, Pick-Up, Drop-Off Address Information

Home Address: Auto Populated Home City: Auto Populated Home Zip: [Redacted] Parent Contact: Select or Enter a Phone Number

Pick Up Address Type: Same as Home Pick Up Address: [Redacted] Pick Up City: [Redacted] Pick Up Zip: [Redacted] Pick Up Phone: [Redacted]

Drop Off Address Type: Same as Home Drop Off Address: [Redacted] Drop Off City: [Redacted] Drop Off Zip: [Redacted] Drop Off Phone: [Redacted]

Step 2: Select the main **Parent/Guardian** contact from the drop-down list. If the main parent/guardian does not appear in the drop-down list, you can enter his/her name manually.

The screenshot shows the 'Student, School and Program Information' form. The 'Parent/Guardian' dropdown menu is highlighted with a red box. The form includes fields for Student ID, Student Name, Birth Date, Receiving School, Student Grade, Period, Day, Amended Day, Start, End, and Program. The 'Parent/Guardian' dropdown menu is currently open, showing a search icon and a 'Select or Enter a Par' option.

Step 3: Select **N/C** (non-center) from the **Program** drop-down list.

The screenshot shows the 'Student, School and Program Information' form with the 'Program' dropdown menu open. The 'Program' dropdown menu is highlighted with a red box. The form includes fields for Student ID, Student Name, Birth Date, Parent/Guardian, Receiving School, Student Grade, Current School, Period, Day, Amended Day, Start, Home Address, Home City, Home Zip, Pick Up Address Type, Pick Up Address, Pick Up City, and Pick Up Zip. The 'Program' dropdown menu is currently open, showing a list of programs including '18-21 Programming', '504', '504 Temp', 'AN', 'AN-Inter', 'AN-Prim', 'Aut/MI', 'Aut/MI - ECE', 'Aut/MI - Int', 'Aut/MI - K-5', 'Aut/MI - Pri', 'Cross Categorical', 'DHH ECE-5', 'DHH MM', 'ECE 3 MM', 'ECE 3-4 Year Old', 'ECE 4 MM', 'ECE Head MM', and 'ECE Model 2'.

Step 4: Select **ESY School** from the **Receiving School** drop-down list.

Student, School and Program Information

Student ID: [Redacted] Student Name: [Redacted] Birth Date: [Redacted] Parent/Guardian: Select or Enter a Par Program: Select a Program

Receiving School: Select a School (Open dropdown menu showing list of schools) Student Grade: [Redacted] Current School: [Redacted]

Amended Day: Start: [Redacted] End: [Redacted]

Home Zip: [Redacted] Parent Contact: Select or Enter a Phone Nun

Pick Up City: [Redacted] Pick Up Zip: [Redacted] Pick Up Phone: [Redacted]

Drop Off City: [Redacted] Drop Off Zip: [Redacted] Drop Off Phone: [Redacted]

Step 5: Select **Full** in the **Period** drop-down list.

Student, School and Program Information

Student ID: [Redacted] Student Name: [Redacted] Birth Date: [Redacted] Parent/Guardian: Select or Enter a Par Program: Select a Program

Receiving School: Select a School Student Grade: [Redacted] Current School: [Redacted]

Period: Select a Period (Open dropdown menu showing AM, Full, PM) Day: Select a Day

Amended Day: Start: [Redacted] End: [Redacted]

Fill out only if student is on an amended day schedule

Address Information

Step 6: Select **M-F** in the **Day** drop-down list.

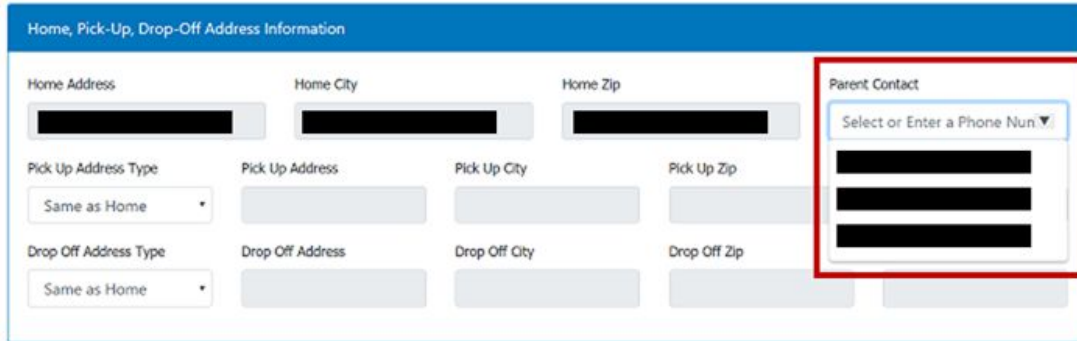
The screenshot shows a web form titled "Student, School and Program Information". The form is divided into two main sections. The top section contains fields for Student ID, Student Name, Birth Date, Parent/Guardian, and Program. Below these are fields for Receiving School, Student Grade, and Current School. The bottom section is titled "Home, Pick-Up, Drop-Off Address Information" and includes fields for Home Address, Home Zip, Parent Contact, Pick Up Address Type, Pick Up City, Pick Up Zip, Pick Up Phone, Drop Off Address Type, Drop Off City, Drop Off Zip, and Drop Off Phone. A red box highlights the "Day" dropdown menu, which is open and shows a list of options: "Select a Day", "M", "M,T", "M,T,F", "M,T,Th", "M,T,Th,F", "M,W", "M-W", "M,W,Th", "M,W,Th,F", "M,W,F", "M,Th", "M-Th", "M-F", "T", "T,W", "T,W,F", and "T,Th". The "M-F" option is highlighted in blue.

HOME, PICK-UP AND DROP-OFF INFORMATION

Note: The student's home address fields auto populated when you entered the student ID number in the "Student, School & Program Information" section of the form.

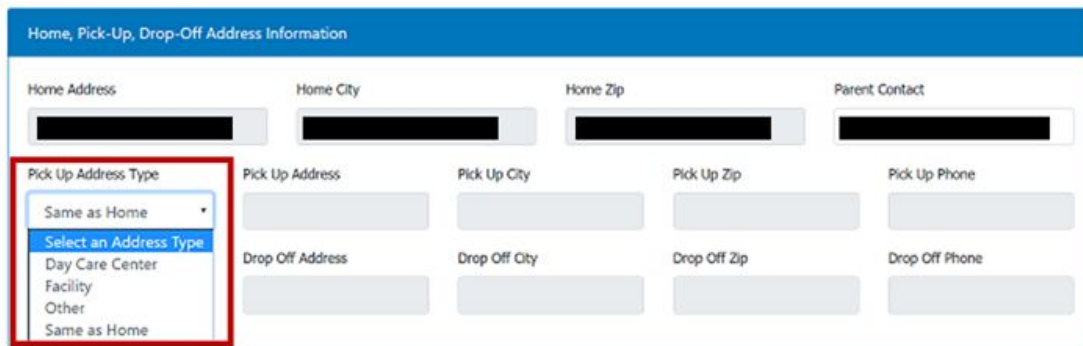
The screenshot shows the same web form as above, but with several fields auto-populated. The Student ID field contains "123456". The Student Name, Student Grade, Home Address, Home City, and Home Zip fields are all auto-populated with the text "Auto Populated". The "Day" dropdown menu is still open and shows "M-F" selected. The form is divided into two main sections: "Student, School and Program Information" and "Home, Pick-Up, Drop-Off Address Information".

Step 1: Select the best **Parent/Guardian Contact** phone number for transportation notifications from the drop-down list. If the best parent/guardian contact number does not appear on the drop-down list, you can enter it manually. *Please remember to ask the parent/guardian to update their phone number with the school if it is not listed in the drop-down list.*



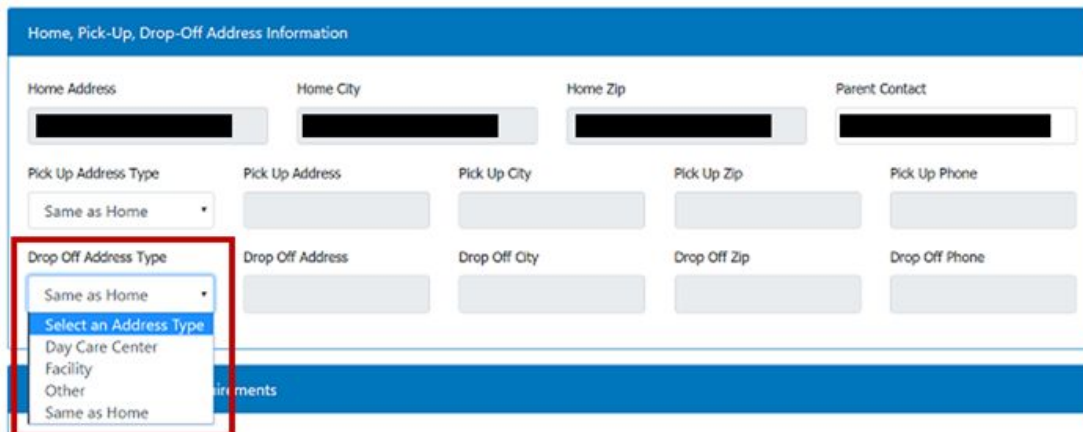
The screenshot shows a form titled "Home, Pick-Up, Drop-Off Address Information". It contains several input fields: Home Address, Home City, Home Zip, Pick Up Address Type (set to "Same as Home"), Pick Up Address, Pick Up City, Pick Up Zip, Drop Off Address Type (set to "Same as Home"), Drop Off Address, Drop Off City, and Drop Off Zip. A red box highlights the "Parent Contact" dropdown menu, which is open and shows a list of phone numbers with the top one selected.

Step 2: Provide **Pick-Up Address** information, if different from the home address. If that is the case, select the address type from drop-down list where the student will be picked up at the start of the day..



The screenshot shows the same form as in Step 1. A red box highlights the "Pick Up Address Type" dropdown menu, which is open and shows a list of address types: "Same as Home", "Select an Address Type", "Day Care Center", "Facility", "Other", and "Same as Home". The "Select an Address Type" option is highlighted in blue.

Step 3: Provide **Drop-Off Address** information, if different from the home address. If that is the case, select the address type from drop-down list where the student will be dropped off at the end of the day.



The screenshot shows the same form as in Step 2. A red box highlights the "Drop Off Address Type" dropdown menu, which is open and shows a list of address types: "Same as Home", "Select an Address Type", "Day Care Center", "Facility", "Other", and "Same as Home". The "Select an Address Type" option is highlighted in blue.

ASSIST & EQUIPMENT REQUIREMENTS

Step 1: Select from the drop-down list in **Assist 1** if the student **CAN be Left Unattended** or **CANNOT be Left Unattended**. This is a mandatory field.

The screenshot shows the 'Assist and Equipment Requirements' form. The 'Assist 1' dropdown menu is open, showing two options: '74 - Can be Left Unattended' and '75 - CANNOT be Left Unattended'. The other dropdown menus for 'Assist 2', 'Assist 3', 'Assist 4', 'Equipment 2', 'Equipment 3', and 'Equipment 4' are all set to 'Select an Assist' or 'Select an Equipment'.

Step 2: Provide all applicable **Assist** information by selecting the corresponding item from the drop-down list in “Assist 2”, “Assist 3”, and “Assist 4”.

The screenshot shows the 'Assist and Equipment Requirements' form. The 'Assist 2' dropdown menu is open, showing a list of assist categories: '70 - Allergies', '71 - Ambulatory Asst at Bus Stop', '72 - Asthma', '73 - Behavioral Management', '76 - Diabetes', '77 - Hearing Aids', '78 - Hearing Impaired', '79 - Hemophiliac', '80 - Non-Verbal', '81 - Req Orthopedic Asst at Bus Stop', '82 - Required Orthopedic Device ex W/C', '83 - Runner', '84 - Seizures', '85 - Sensory Aids', '86 - Vision Impaired', and 'DNR - Do Not Resuscitate'. The other dropdown menus for 'Assist 1', 'Assist 3', 'Assist 4', 'Equipment 1', 'Equipment 2', 'Equipment 3', and 'Equipment 4' are all set to 'Select an Assist' or 'Select an Equipment'.

If the student has more than 4 assist requirements, enter the additional assist information in the "Comments" box at the bottom of the form.

The screenshot shows a form titled "Assist and Equipment Requirements". It has two main sections. The first section, "Assist and Equipment Requirements", contains two rows of four dropdown menus each. The first row is labeled "Assist 1" through "Assist 4", and the second row is labeled "Equipment 1" through "Equipment 4". Each dropdown menu has the text "Select an Assist" or "Select an Equipment". The second section, "Documents and Additional Information", contains five checkboxes: "Health Care Plan", "Safety Plan", "Behavior Mgt. Plan", "504 Plan", and "IEP". Each checkbox has a corresponding date field labeled "mm/dd/yyyy". Below these are two text boxes: "Explanation for Extenuating Circumstances" and "Comments". The "Comments" box contains the text "Assist 5 and beyond".

Step 3: Select all required **Equipment** for transporting the student from the drop-down list.
IMPORTANT: If the student requires a wheelchair, please note this in the "Equipment 1" field.

The screenshot shows the same form as above, but with the "Equipment 1" dropdown menu open. The dropdown list includes the following options: "Select an Equipment", "Select an Equipment", "WCE - Wheelchair Electric", "WCM - Wheelchair Manual", "WCS - Wheelchair Scooter", "BRC - Braces", "CANE - Cane", "CLIV - Central Line IV", "CRU - Crutches", "GT - Gastronomy Tube", "HELM - Helmet", "OXY - Oxygen", "PR - Prosthesis", "RES - Respirator", "OtRES - Other Respirator Equip", "SCO - Scooter", "SHU - Shunt", "TRAC - Tracheotomy", "WAL - Walker", and "SDOG - Service Dog".

If the student has more than 4 equipment requirements, enter the additional equipment information in the “Comments” box at the bottom of the form.

Assist and Equipment Requirements

Assist 1: Select an Assist
Assist 2: Select an Assist
Assist 3: Select an Assist
Assist 4: Select an Assist

Equipment 1: Select an Equipment
Equipment 2: Select an Equipment
Equipment 3: Select an Equipment
Equipment 4: Select an Equipment

Documents and Additional Information

Health Care Plan (mm/dd/yyyy)
 Safety Plan (mm/dd/yyyy)
 Behavior Mgt. Plan (mm/dd/yyyy)
 504 Plan (mm/dd/yyyy)
 IEP (mm/dd/yyyy)

Explanation for Extenuating Circumstances: [Text Area]

Comments: *Equipment 5 and beyond*

DOCUMENTS & ADDITIONAL COMMENTS

Step 1: Indicate if the student has a **Health Care Plan**, **Safety Plan**, **Behavior Management Plan**, and/or **504 Plan** by checking the corresponding box. If a box is checked, you must enter the most current date of the plan in question.

Documents and Additional Information

Health Care Plan (01/07/2019)
 Safety Plan (mm/dd/yyyy)
 Behavior Mgt. Plan (01/11/2019)
 504 Plan (mm/dd/yyyy)
 IEP (mm/dd/yyyy)

Calendar: January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Comments: [Text Area]

Step 2: Use the “**Explanation for Extenuating Circumstances**” text box in special cases. This additional information will help answer questions for the ESY and Transportation Departments.

Example:

1. *Special Education student who is also a Foster Care or McKinney Vento student and resides outside of the DPS boundary*

The screenshot shows a form titled "Documents and Additional Information". It contains several sections: "Health Care Plan" with a date field (01/07/2019), "Safety Plan" with a date field (mm/dd/yyyy), "Behavior Mgt. Plan" with a date field (01/11/2019), and "504 Plan" with a date field (mm/dd/yyyy). Below these is an "IEP" section with a date field (01/14/2019). At the bottom, there are two text input fields: "Explanation for Extenuating Circumstances" and "Comments". The "Explanation for Extenuating Circumstances" field is highlighted with a red border.

Step 3: Use the **Comments** text box if any additional information needs to be conveyed (e.g., additional assist notes, equipment notes, etc.)

This screenshot is identical to the previous one, showing the "Documents and Additional Information" form. In this instance, the "Comments" text input field at the bottom right is highlighted with a red border.

Step 4: Click the **Submit** button and you are done!

This screenshot shows the "Documents and Additional Information" form with all the date fields (Health Care Plan, Safety Plan, Behavior Mgt. Plan, 504 Plan, and IEP) now disabled and containing placeholder text (mm/dd/yyyy). The "Explanation for Extenuating Circumstances" and "Comments" text input fields are visible. At the bottom left, a blue "Submit" button is highlighted with a red border.

NEXT STEPS

Upon submitting the form, the requestor will receive an automated email notifying him/her that the request has been received by the ESY Department for processing. Once the submitted information has been reviewed and approved, a final pdf of the 1066 form will be sent to Transportation Services to set up the service.

Please note, that if changes or updates are needed after the 1066 final pdf has been submitted to Transportation Services, a new 1066 request must be filled out.