Special Education Transportation Request

This form is to be completed annually, or when changes in transportation arrangements occur.

The Special Educat	ion case manager com	pletes this form and ro	outes to (mark all that apply):	
☐ Bus Company	☐ MARSS ☐ Busin	ess Manager 🗆 MA	A Billing Coordinator	
☐ Other				
Person completing	form:			
Date: Title:	Case Manager			
Phone Number: (32	0) 843-2710 ext. 4204	Building: Northside		
Order Request:	□New	☐ Change Order	☐ Cancel Order	
	Student :	and Parent Infor	<u>mation</u>	
Student Name:		Grade:		
Address: City, State ZIP: Benson, MN 56215				
Primary Contact:				
Home Phone:		Cell Phone:	Work Phone:	
E-Mail 1:		Email 2:		
Secondary Contact:				
Home Phone:		Cell Phone:	Work Phone:	
E-Mail 1:		E-Mail 2:		
		Order Details		
Transportation to S	TART on:			
Transportation to S	ΓΟP on:			
Time (School hours):		Days Attend	ing:	

Pick up & Drop off Locations

Student is to be picked up at: \square Da	ycare Home Other (ex. Privat	e school)			
Student is to be dropped off at: \Box [Daycare □ Home □ Other (ex. Pri	vate school)			
Special Instructions:					
☐ Seatbelt ☐ Ramp/Lift	☐ Bus Aide ☐ Torso Support	☐ Curb to Curb			
☐ Wheel Chair w/ Fasteners	☐ Other Car Seat due to size				
Is adult supervision required at home when student is dropped off? $\ \Box$ Yes $\ \Box$ No					
If yes, name the individuals allowed to receive the student:					
If yes, parent understands that if no one is home to receive the child, he/she may be taken to the police station. If the parent is not at the bus stop at the scheduled drop off time, the number of minutes late for each occurrence will be tracked and turned over to the Department of Health and Human Services as staff deem necessary for child welfare.					
<u>Medical Information</u>					
Conditions:	Medications:	Medications:			
Physician:	Phone	: :			
This was verified with parent on:	Ву:				

TRANSPORTATION CAN NOT BE ARRANGED UNTIL THIS FORM IS ON FILE

MARSS: use transportation category 03. <u>UFARS</u>: use finance code 723. <u>MA Billing</u>: follow process to determine if child is MA eligible and then determine if transportation is a billable expense.