

Extended School Year (ESY) Training Series Modules

Overview: In order to support LEAs and nonpublic programs in preparing for ESY programming and services, OSSE has created a four-part training series.

- **Module I: ESY Eligibility Determinations**
 - Audience: IEP team members and special education administrators
- **Module II: Documentation of ESY in the Special Education Data System (SEDS)**
 - Audience: IEP team members and special education administrators
- **Module III: ESY and the Transportation Online Tool for Education (TOTE)**
 - Audience: TOTE users and special education administrators
- **Module IV: ESY Module in the Statewide Longitudinal Education Data system (SLED)**
 - Audience: SLED administrators and special education administrators

Extended School Year (ESY)

Module III: ESY and the Transportation Online Tool for Education (TOTE)



Spring 2016



Agenda

- A. TOTE Overview
- B. Role of TOTE in ESY Certification
- C. Accessing TOTE
- D. Additional Resources



TOTE Overview

TOTE Overview

- ❖ TOTE helps streamline the transportation facilitation process with less manual submission, greater transparency and more reliable child data exchange between schools, LEAs, student case managers/IEP team members.
- ❖ The information delivered in TOTE assists OSSE DOT in providing safe, reliable and efficient transportation services that support and enhance learning opportunities for eligible students of the District of Columbia.
- ❖ TOTE receives updated student eligibility, enrollment and accommodation data from SEDS daily in order for users to enter student transportation request forms.
- ❖ Student data must be updated on a finalized IEP form in SEDS in order for it to feed into the TOTE system. Information completed in the workspace or that is left in draft mode will not make it into TOTE.



Role of TOTE in ESY Certification

ESY Certification

Per the OSSE 2011 ESY Policy, each spring all LEAs must certify ESY data to OSSE by the first Monday in May.

❖ Purpose of Certification

- Assists LEAs and nonpublic programs in appropriate planning and staffing for the summer months
- Assists OSSE in anticipating state-level expenses and transportation needs

ESY Certification

STEPS to certify ESY data:

1. Ensure student-level decisions on ESY eligibility status, goals and services, and transportation are updated and accurate in SEDS as part of a finalized current IEP.
2. Enter ESY calendar and bell times into TOTE.
3. Confirm student eligibility and ESY location information in TOTE.
4. Submit transportation requests for all students requiring services in TOTE.
5. Ensure required ESY data is entered into the ESY Module for SLED.



Accessing TOTE

Logging into OSSE TOTE

OSSE Transportation Online Tool for Education

❖ How to request Access to OSSE-TOTE?

Intuit QuickBase

Jason (OSSE) Campbell has shared a QuickBase app with you.

Note from Jason (OSSE) Campbell:

I want to share the QuickBase [OSSE TOTE 6.0](#) app with you.

The OSSE Transportation Online Tool for Education ([OSSE TOTE 6.0](#)) application is the place all LEAs will submit school calendar, bell time information, and complete the process of requesting transportation services.

[Open OSSE TOTE 6.0](#)

This invitation was sent by [Intuit QuickBase](#) -- the fastest way to automate your business processes, enabling your team to collaborate efficiently while saving time and increasing productivity.

Note: If you have trouble using the links above, copy and paste the following Web address into the address bar of your browser:

<https://octo.quickbase.com/db/bh9fqniu>

Logging into OSSE TOTE

OSSE Transportation Online Tool for Education

- ❖ Users will register with QuickBase.
- ❖ OSSE TOTE username is email address at which registration was received.

Sign Up for QuickBase

All fields marked with an asterisk (*) are required.

First name*

Last name*

Email address @hotmail.com

Choose a password*

Retype password*

Password strength:

✔ Must be at least 8 characters

✔ Must include both numbers and letters

Please set up a security question in case you ever need to reset your password.

Question:*

Answer:*

Your answer is not case sensitive.

I have read and agree to the QuickBase [Terms of Service](#)

Logging into OSSE TOTE

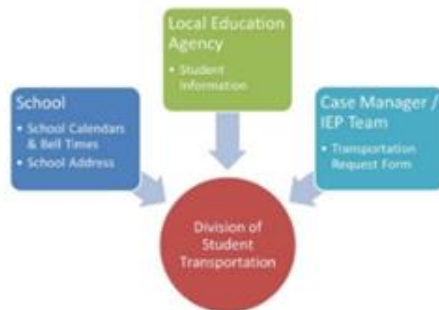
OSSE Transportation Online Tool for Education

❖ The URL is <https://octo.quickbase.com/db/bh9fgniun>



OSSE Transportation Online Tool for Education (OSSE TOTE)

The Transportation Online Tool for Education (TOTE) is the Office of the State Superintendent of Education (OSSE), Division of Student Transportation's (DOT) database for school information and student transportation request forms. TOTE helps streamline the transportation facilitation process with less manual submission, greater transparency, and more reliable child data exchange between schools, local education agencies (LEAs), student case managers and/or Individualized Education Plan (IEP) team members. The information delivered to TOTE assists DOT in providing safe, reliable, and efficient transportation services that support and enhance learning opportunities for eligible students from the District of Columbia.



School Administrators support DOT's mission by providing school configuration data, to include:

- First Day and Last Day of School
- Breaks
- Closed Days or Early Dismissal Days
- Bell Times (Instruction Start Time & PM Dismissal Time)

LEA Administrators support DOT's mission by providing student information, to include:

- Eligibility Confirmation
- School Placement Data
- Student Demographic Confirmation
- Transportation Request Forms

A case manager or IEP team member supports DOT's mission by providing transportation details, to include:

- Transportation Request Forms

OSSE TOTE: Sample Dashboard

❖ The User's role in OSSE TOTE will determine the dashboard view and available functionality.

LEA List								
Full Report		Grid Edit		Email ▾		More ▾		1 LEAs
	▲ LEA Name	Schools within LEA	Special Education Students in LEA	1. Pending Eligibility Determination	2. Pending Transportation Form Upload in TOTE	3. Pending Confirmation of Upload to SEDS	4. Certification Complete	5. No SEA Responsibility
EDIT	VIEW	Aang Charter Schools	5	14	9	1	0	3
TOT			5	14	9	1	0	3

Schools List								
Full Report		Grid Edit		Email ▾		More ▾		5 Schools
	School Code	▲ School Name	Street Address	City / State / Zip	Main Phone Number	Principal Name	School Type	
EDIT	VIEW	999999	Aang School of Avatars	23 North Avatar Epoch Street NE	Washington, DC 20009	(999) 867-5309	Avatar Aang	LEA (Independent) Charter
EDIT	VIEW	999998	Avatar Air Temple	2122 Air Temple Way NW	Washington, DC 20032	(202) 867-5208	Ainsley Air-Nomad	LEA (Independent) Charter
EDIT	VIEW	999996	Avatar Earth Temple	45 Ba Sing Sae Street NW	Washington, DC 20002	(202) 555-2645	Vanessa Dowd	LEA (Independent) Charter
EDIT	VIEW	999995	Avatar Fire temple	24 Fire Temple Mount Street SE	Washington, DC 20018	(202) 867-5124	Jake Kelly	LEA (Independent) Charter
EDIT	VIEW	999997	Avatar Water Temple					LEA (Independent) Charter

ESY School Calendar Dashboard											
Full Report		Grid Edit		Email ▾		More ▾		3 School Calendar			
	▲ School Name	First Day	Last Day	Doors Open	Instruction Starts	Dismissal Time	Early Dismissal Recurrence Interval	Early Dismissal Day(s)	Early Dismissal Time	Estimated Bus Schedule	
Aang Charter Schools (3 School Calendars)											
EDIT	VIEW	Aang School of Avatars	06-01-2013	07-19-2013	8:50 am	9:30 am	4:30 pm	Weekly	Wednesday	2:15 pm	We will schedule the bus to arrive between 9:00 am and 9:20 am
EDIT	VIEW	Avatar Air Temple	06-03-2013	08-14-2013	9:00 am	9:30 am	4:30 am	Bi-Weekly	Tuesday	1:30 am	We will schedule the bus to arrive between 9:00 am and 9:20 am
EDIT	VIEW	Avatar Fire temple	06-10-2013	08-30-2013	9:00 am	9:30 am	4:30 pm				We will schedule the bus to arrive between 9:00 am and 9:20 am

OSSE TOTE: Functionality

❖ LEA Administration

Users have the capability to edit details for LEAs that fall under their respective jurisdictions.

❖ Users view the LEA(s) within their jurisdiction

Users can view the ESY certification status of all children by category and LEA.

LEA List									
Full Report		Grid Edit	Email ▼	More ▼	1 LEAs				
	▲ LEA Name	Schools within LEA	Special Education Students in LEA	1. Pending Eligibility Determination	2. Pending Transportation Form Upload in TOTE	3. Pending Confirmation of Upload to SEDS	4. Certification Complete	5. No SEA Responsibility	
EDIT	VIEW	Aang Charter Schools	5	14	9	1	0	3	1
TOT		5	14	9	1	0	3	1	

OSSE TOTE: Functionality (continued)

LEA Administration

- ❖ Users can view LEA information by accessing the LEA Form.
- ❖ This is the full ESY report for the individual LEA.
- ❖ Here the user can view/edit information pertaining to all schools within the LEA, to include:
 - Special Education Transportation Contacts
 - ESY Certification Student Status Summary
 - Student ESY Certification Details

LEA Name LEA Schools [5](#)
 LEA ID LEA Students [14](#)

School Address and Contact Information

This section lists the detailed School Address and Contact Information for schools within this LEA.

		Full Report	Grid Edit	Email ▼	More ▼			
	School Code	▲ School Name	Street Address	City / State / Zip	Main Phone Number	Main Fax Number	Principal Name	
EDIT	VIEW	999999	Aang School of Avatars	23 North Avatar Epoch Street NE	Washington, DC 20009	(999) 867-5309	(999) 867-5308	Avatar Aang
EDIT	VIEW	999998	Avatar Air Temple	2122 Air Temple Way NW	Washington, DC 20032	(202) 867-5208		Ainsley Air-Nomad
EDIT	VIEW	999996	Avatar Earth Temple	45 Ba Sing Sae Street NW	Washington, DC 20002	(202) 555-2645		Vanessa Dowd
EDIT	VIEW	999995	Avatar Fire temple	24 Fire Temple Mount Street SE	Washington, DC 20018	(202) 867-5124		Jake Kelly
EDIT	VIEW	999997	Avatar Water Temple					
EDIT	VIEW	999997	Avatar Water Temple					

Spec. Education Transportation Contacts

These are all the Special Education Transportation Contacts by school within this LEA.

[Add Contact](#)

		Full Report	Grid Edit	Email ▼	More ▼	9 Contacts	
	School Name	Role	Contact Name	Email Address	Direct Phone		
VIEW		LEA Administrator	Heinrich, Phil	phil.heinrich@dc.gov	(202) 421-1037		
EDIT	VIEW	LEA Administrator	Williams, Dartanion	dartanion.williams@dc.gov	(202) 422-1153		
VIEW	Avatar Air Temple	Data Administrator	Shonough, Susan	sshon@avatar.aang.org	(202) 541-2574		
VIEW	Avatar Water Temple	Special Education Coordinator	Water-Tribe, Katara	k_tribe@aanqschools.org	(999) 867-5309		
VIEW	Avatar Fire temple	Transportation Coordinator	Campbell, Jason	jason.campbell@dc.gov	(202) 299-9999		
VIEW	Avatar Earth Temple	LEA Administrator	Blasioli, Cassandra	cassandra.blasioli@dc.gov	(202) 727-6789		
VIEW	Avatar Air Temple	LEA Administrator	King, Ernest	ernest.king@dc.gov	(202) 741-0272		
VIEW	Avatar Earth Temple	LEA Administrator	Enos, Jessica	jessica.enos@dc.gov	(202) 867-5309		
VIEW	Aang School of Avatars	LEA Administrator	Rogers, Lia	lia.rogers@dc.gov	(202) 576-5510		

OSSE TOTE: Functionality (continued)

LEA Administration

- ❖ In addition to the ESY Certification Status Summary, users can view the certification detail for students under their LEA jurisdiction.
- ❖ The Student Status Detail
 - This is the full report used to certify students for ESY 2016.

Student Summary By Status

This is the transportation request status summary for all students within this LEA.

1. Pending Eligibility Determination	9	ⓘ
2. Pending Transportation Form Upload in TOTE	1	ⓘ
3. Pending Confirmation of Upload to SEDS	0	ⓘ
4. Certification Complete	3	ⓘ
5. No SEA Responsibility	1	ⓘ

Student ESY - Status Detail

This is the transportation request detail grid. You will need to edit existing records until Certification Completion status is obtained. Please report missing students to Lia.Rogers@dc.gov and include the student's full name and USI ID#.

Full Report											Grid Edit	Email	More	14 Students
	LEA Name	Attending School	Student USI	Student Name	ESY Site	Eligible for ESY (Summer 2013)?	Attends Non-Public School?	Needs ESY-Related Transportation?	Student Transportation Form Uploaded in TOTE	All Eligibility Docs Uploaded to SEDS?	Student ESY Status			
Aang Charter Schools (14 Students)														
New	EDIT	VIEW	Aang Charter Schools	Aang School of Avatars	20146985	Harris, Thomas	No	No	Yes	Cert_HThomas.pdf	Yes	4. Certification Complete		
New	EDIT	VIEW	Aang Charter Schools	Aang School of Avatars	65842685	Johnson, Greg	Yes	Yes	Yes	Cert_Johnson.pdf	Yes	4. Certification Complete		
New	EDIT	VIEW	Aang Charter Schools	Aang School of Avatars	54169696	Smith, Brad	No	No	No		Incomplete	5. No SEA Responsibility		
New	EDIT	VIEW	Aang Charter Schools	Aang School of Avatars	20859370	Smith, Jessica	Yes	No	Yes		Incomplete	2. Pending Transportation Form Upload in TOTE		
New	EDIT	VIEW	Aang Charter Schools	Aang School of Avatars	25006608	Smith, Johnny	Aang School of Avatars	Yes	Yes	Yes	Cert_JSmith.pdf	Yes	4. Certification Complete	
New	EDIT	VIEW	Aang Charter Schools	Aang School of Avatars	20046825	Stone, Flint	No	Yes	Incomplete		Incomplete	1. Pending Eligibility Determination		
New	EDIT	VIEW	Aang Charter Schools	Avatar Air Temple	22020586	Kamarie, Thoh	Incomplete	Incomplete	Incomplete		Incomplete	1. Pending Eligibility Determination		

OSSE TOTE: Functionality (continued)

School Administration

❖ Users can view/edit the following school information by accessing the School Information Form

- Confirmation of ESY program
- Special Education Transportation Contacts
- School Calendar & Bell Times
- Configure bell times for multiple programs

❖ Users will need to submit an EMI form to PCSB to edit:

- School Address & Contact Information

School Information Form

School Address & Contact Information

LEA
Aang Charter Schools

School Name: Aang School of Avatars School Code: 999999 School Type: LEA (Independent) Charter

Principal Name
Avatar Aang

On-Site ESY Program Manager Name
Sokka Water-Tribe

Main Phone Number: (999) 867-5309 Main Fax Number: (999) 867-5308

Street Address
23 North Avatar Epoch Street NE

City / State / Zip
Washington, DC 20009

Is the address listed above correct?
Yes

Spec. Education Transportation Contacts

Role	Contact Name	Direct Phone	Email Address
VIEW LEA Administrator	Heinrich, Phil	(202) 421-1037	phil.heinrich@dc.gov
EDIT VIEW LEA Administrator	Williams, Dartanion	(202) 422-1153	dartanion.williams@dc.gov
EDIT VIEW DCPS LEA Administrator	Williams, Dartanion	(773) 553-4331	ddwilliams4@cps.k12.il.us
EDIT VIEW DCPS LEA Administrator	Bowski, Johnny	(773) 553-1000	jb@cps.edu

Result Pages: 1 2

Are the contact(s) listed above the only contact(s) for this school?
Yes

School Calendar and Bell Times

In this section, you will enter all information related to your school calendar reflecting school hours, school schedule, observed Holidays, and early dismissal days.

First Day	Last Day	Student Entry Time	Instruction Start Time	PM Dismissal Time	Is Early Dismissal Recurring?	Early Dismissal Recurs How Often?	What is the Early Dismissal Day(s)?	Early Dismissal Time	Estimated Bus Arrival Time
EDIT VIEW 06-01-2013	07-19-2013	8:50 am	9:30 am	4:30 pm	Yes	Weekly	Wednesday	2:15 pm	We will schedule the bus to arrive between 9:00 am and 9:20 am



Certification Deadline Reminder

ESY – May 2, 2016

SY – June 6, 2016

Please submit your ESY and SY calendar(s) and transportation requests at the same time if that information is available.

Additional Resources

TOTE Support Line: (202) 576-5520