



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

To: All Local Education Agencies (LEAs)

From: Division of Student Transportation (OSSE-DOT)

Date: Friday, August 1, 2025

Subject: **Start of School:** Guidance for Students who Require Nursing Services

The purpose of this memorandum is to provide guidance to local education agencies (LEAs) on the documents required for initiating service for eligible students who require nursing services during transportation, and on the proper way to submit those documents.

The Office of the State Superintendent of Education Division of Student Transportation (OSSE-DOT) provides safe, efficient, and reliable transportation services for eligible students. A small percentage of our students require a licensed, medical professional to accompany them during transportation.

To initiate service for eligible students who require nursing services during transportation, an LEA shall complete the following actions:

- (i) An **individualized education program** (IEP) indicating the student is eligible to receive transportation services and documents the need for nursing services in **Special Programs**;
- (ii) Upload the student's **medical plan** in **Special Programs**.
 - a. This plan should clearly indicate the medication to be administered
 - b. The type of nurses needed (e.g., LPN, RN, etc.)
 - c. When and how the medication should be administered
 - d. Any additional steps the medical practitioner should take in the event of an emergency
 - i. LEAs should regularly review the dates contained within plans to ensure the medical recommendations are still applicable
 - ii. A new medical plan is required whenever there is change to the student's medication
- (iii) Update the student's accommodation indicating the type of medical services and practitioner the student needs during transportation in the **Integrated Data Submission (IDS)**. This step is the mechanism in which OSSE is notified of a new accommodation need.

To ensure timely delivery of the requested services, please ensure the above actions are taken in Special Programs AND Integrated Data Submission (IDS) tool at least 10 business days before the request is scheduled to begin.

Sincerely,

Division of Student Transportation
Office of the State Superintendent of Education (OSSE)

