



2020-21 Start of School Checklist for LEA Transportation Points of Contact

We need your help! Completing the transportation-related tasks below will go a long way toward ensuring that OSSE can effectively support a great start of the 2020-21 school year for your LEA; the items on this checklist are applicable to LEAs that have students who are eligible for transportation services.

Action	Earliest LEA Can Begin	Final Deadline	Resources & Support
LEA Data Manager updates the list of transportation points of contact (POCs) in eScholPLUS to ensure that the appropriate team members gain access to necessary systems and receive notifications	As staff is assigned	Update as needed to ensure access throughout OSSE systems	
Collect and confirm data for all transportation-eligible students to prepare for TRF submission; data, for example, could include pick-up address, drop-off address, attending school, parent/guardian contact information, etc.	March	July 24 (Returning students) Three weeks prior to school (New students)	
Submit calendar information in the new Transportation Online Tool for Education (TOTE 2.0) for each school under your LEA with transportation-eligible students	July 6	July 24	TOTE 2.0 Application
Submit Transportation Request Forms (TRFs) in TOTE 2.0 for <u>eligible returning students</u> , including students attending non-public schools.	July 6	July 24	

Attend mandatory TOTE training, required for new Transportation POCs and new Special Education Coordinators; this training is required to gain access to TOTE 2.0 in order to submit calendars and transportation request forms.	April	Training will be offered throughout the summer and on an as needed basis	Register here Contact DOT.data@dc.gov with any training related questions.
Identify students new to your LEA using the Early Access to Students with Disabilities (SWDs) Qlik application	April 27	Until your LEA completes SY19-20 to SY20-21 year-end SIS transition	Early Access to Students with Disabilities (SWDs) Qlik application
Submit TRFs for <u>students new to your LEA</u> .	Once data connectivity is complete for SY 20-21	2 weeks prior to your LEA's first day of school	<u>NOTE</u> : New students will not appear in SEDS or TOTE until your LEA's data for SY20-21 is flowing from your student information system (SIS) to OSSE.
Once TRFs are complete, confirm that all students are accounted for by running the 'DC Transportation' report in SEDS	August 1	2 weeks prior to first day of school	
Review Student Transportation Roster in TOTE to confirm student transportation details are correct	August 1	2 weeks prior to first day of school	<u>NOTE</u> : Incorrect data requires resubmission of the TRF
Review transportation data errors in Unified Data Error (UDE) report to resolve issues for students missing TRFs	August 5	August 16	<u>NOTE</u> : Students appearing on this report will not have transportation service until the error is resolved and a request is submitted.