



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

[Qlik: Special Education Student Transportation Rosters](#)

Purpose

The purpose of this application is to provide consistent student transportation details (route numbers, service times, etc.) for students enrolled in your LEA who have been routed by Office of the State Superintendent of Education (OSSE DOT) and to streamline as much information from OSSE in a common place for LEA-level and school-level transportation points of contact.

Key Data Fields

School Name: School that the student is currently routed to. This information is based on the Attending School in the most recent Transportation Request Form for the student.

AM/PM Route: This is the current bus route number that the student is assigned to. This information is helpful for LEAs and Schools when contacting OSSE DOT in reference to a student's transportation details.

AM/PM Pick-up/Drop-off Time: This is the scheduled time the bus will arrive in the morning/afternoon to pick-up/drop-off the student. OSSE DOT has a 30 minute scheduled arrival window, which begins 15 minutes before and ends 15 minutes after the scheduled pick-up time. Students must be available for pickup and drop off during the entire window period.

AM/PM Address: This is the current AM/PM address OSSE DOT will arrive to pick-up the student before school and drop-off the student after school. This information is based on the AM Pick-up/PM Drop-off Address in the most recent Transportation Request Form for the student.

(Half-day transportation details are also included for each student where applicable)

Please note: This information will only appear once a transportation request form has been submitted and the student has been routed by OSSE DOT.

Troubleshooting Issues

Student Is Listed in the Application but has an Incorrect Attending School

This discrepancy likely means that this is a student new to your LEA who previously attended another LEA in the District, and you have not yet submitted a Transportation Request Form for the student. The student is now enrolled in your LEA in SEDS, but the previous Attending School is still listed. To remedy this problem, access the student record in Transportation Online Tool for Education (TOTE), update the Attending School and submit a new Transportation Request Form. To submit Transportation Request Forms in TOTE, follow these simple steps.

1. Click the **Students** button at the top of the page.
2. Click the pencil image to edit the information for the particular student.
3. Start at the top of the Students Form, addressing all required questions and verifying information listed to include:
 - a. Whether the student will utilize transportation services,
 - b. Student Placement Information (Attending School),
 - c. Student Contact(s), and
 - d. Student Address(es).
4. Click the **Add Transportation Request** button.
5. Start at the top of the Transportation Request Form, addressing all required fields.
6. Save the record and you are done!

A new Transportation Request Form was submitted but you do not see the new information on the student record in the Transportation Rosters Application

The updated or new information will not appear in the application until OSSE DOT has processed the student's Transportation Request Form. In TOTE, each Transportation Request Form provides an estimated go live date. This date is a reasonable estimate of when the transportation request that is entered will go live, and the service according to the information in that request will be followed. (Ex: change of address, change of school, etc.). Typically Transportation Request Forms are processed within 72 hours of the form being entered, however according to our Special Education Student Transportation Policy, OSSE DOT has 10 business days to implement any changes made to student transportation data.

Note: If you have any questions regarding TOTE, please call the TOTE Support Line at (202) 576-5520.