


MEMORANDUM

April 27, 2005
M589/04-05
305-995-1721

TO: All Principals

FROM: Brucie Ball, Assistant Superintendent 
Office of Exceptional Student Education and Student/Career Services

**SUBJECT: TRANSPORTATION PROCEDURES FOR STUDENTS WITH
DISABILITIES – SUMMER 2005**

This memorandum provides transportation procedures for students with disabilities (SWD) for whom the individual educational plan (IEP) team has documented extended school year (ESY) services or SWD who qualify for the District's summer program.

ESY Transportation

The ESY sites have been identified and site assignments have been coordinated through the Region Centers. Please route all students who will be receiving ESY services to their designated ESY site, based on their home school, by utilizing the corresponding Region Center ESY site assignments and ESY Transportation List (see attached). Charter schools will follow this same procedure of utilizing the home school for determining the ESY site assignments.

The current school is asked to complete an ESY Transportation List for each ESY site for students who plan to access ESY services (school-based) and require the related service of specialized transportation, as documented on their IEPs, utilizing the attached ESY sites and site assignments.

- ISIS transportation data (Q screen) must accurately reflect the current IEP, including medically fragile students who require air conditioning, individualized stops, etc.
- Deliver completed lists to your corresponding Region Center Instructional Supervisor for ESE prior to **May 4, 2005**. Continue to transmit transportation requests to your Region Center after May 4, 2005 as IEP meetings continue to be held and ESY decisions made. Each Region Center will verify the lists, keep a copy, and fax the transportation lists to the Department of Transportation at 305-251-8502. Transportation requests submitted after May 13, 2005 will not ensure transportation for the first day of services. *Region Center 8 schools must fax the transportation lists to Ms. Rachel Autler, Instructional Supervisor, at 305-995-7665 and to the Department of Transportation at 305-251-8502.*
- Communicate via memo to your Region Center ESE Instructional Supervisors the names and services of any student receiving school-based ESY services during the intersession (prior to June 22, 2005 and/or after July 20, 2005). Transportation (during the intersession) will be provided by the parent unless other provisions are made.
- Notify parents of the assigned ESY school location, initiation and duration dates, and length of school day. Direct parents to contact the Region Center on or after June 16, 2005 to obtain the transportation pick-up and drop-off information.

ISIS Updates

The current school is asked to complete the following ISIS updates for all students receiving ESY services, regardless of mode of transportation:

- Update the ISIS "R" screen data field "ESY School" with the assigned ESY site work location.
- Verify that the ESY dates and the ISIS "R" screen data are correct, utilizing the report (product #T0543E10-01) printed the second and fourth Saturdays of each month. The report will be sorted

(beginning April 23, 2005) by the designated ESY school and it will be inclusive of all the students in the District assigned to each site. It is imperative that all schools verify the ESY school is entered correctly using the attached ESY site assignments for each Region Center on the ESY "R" screen. The report will be sent only to schools designated as ESY sites to facilitate planning for the delivery of services. Region Centers will continue to receive the ESY report.

- To enable accurate reporting of SWD participating in ESY services, a separate work location has been set up to register all SWD in the District participating in ESY services. Enter all ESY students under location **9749** once the summer file becomes available. To complete this process, flag "Y" for Summer School Activity on the main ISIS screen and enter:
 - #1 Student Data Base System
 - #1 Student Information Menu
 - "B" Shared/Summer/Future Entries/Withdrawals/Changes
 - "E" for Entries
 - 9749, under *Activity for School*

The following information must be provided to the corresponding Region Center Instructional Supervisor for ESE as soon as possible in order to coordinate the provision of services:

- A copy of all IEPs that designate ESY services.
- A copy of the Home Packets that require consultation. (Copies of the Home Packets without consultation do not need to be submitted.) Classroom teachers are responsible for compiling and providing to parents any designated Home Packets, including answer keys, for all students with this ESY service, prior to June 1, 2005.
- Information regarding students who require nursing services, respiratory therapy, transfer of equipment, or transfer of assistive technology. A form is provided to facilitate this (attached).

District Summer Program: 2005 Passport to Summer Explorations Transportation List

Please complete the attached transportation list for each SWD who is participating in the District's summer program and requires the related service of transportation, as designated on his/her IEP. This completed list must be faxed to the Department of Transportation (305-251-8502) prior to **May 16, 2005**. Using the attached form, communicate information on SWD who require nursing services, respiratory therapy, transfer of equipment, or transfer of assistive technology.

Parents of SWD who qualify for both ESY and the District's summer program may choose which program to participate in. Please refer individual questions regarding ESY site assignments to your Region Center Instructional Supervisor for ESE. For further information, please contact Ms. Claudia Leary, Educational Specialist, Division of Exceptional Student Education, at 305-995-1859, e-mail: cleary@dadeschools.net.

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Attachments

cc: Mr. Ronald K. Felton
Ms. Willa S. Young
Mr. Michael Bell
Dr. Alberto Rodriguez
Ms. Blanca Valle
Region Center Superintendents
Dr. Ronald Hunter
Dr. Marta Leyva
Dr. Ana Maria Lopez-Ochoa
Dr. Carlo Rodriguez

District ESE Administrative Directors
Region Center Directors
Mr. Antonio Martinez
ESE Executive Directors
Ms. Rachel Autler
District ESE Instructional Supervisors
Region Center ESE Instructional Supervisors
Mr. Rick Rothberg
Lead Staffing Specialists
Ms. Claudia Leary