**Special Education Transportation Procedures**

**Special Education Transportation Procedure for New Special Education Transportation**

1. Initial IEP meeting is held and need is determined.
2. Case Manager fills out Emergency Health Form and sends to Transportation Office, the Emergency Health Form will serve as new transportation form
3. Parents cannot make changes to transportation, all communication must go through their child’s case manager

**Continuing Special Education Transportation**

1. Each Spring, by May 15, case manager will complete a new Emergency Health Form for the upcoming school year

**Cancellation of Special Education Transportation**

1. IEP Team decision
2. Once determination is made, send a completed Emergency Health/Transportation form requesting the change to Gen Ed Transportation of the discontinuation of transportation.