

TRANSPORTATION SERVICES FOR CHILDREN WITH IEPS ON COPA

- All children who have an IEP should have their Transportation page completed on COPA.
- You can access the child's Transportation page on COPA by clicking on the link entitled, "Transportation," at the top left of the Child's Data screen.
- When on the child's Transportation link, click on the pencil to update the information on this page.
- You should enter the following:

School Name: The name of the CPS school where the child receives his/her IEP services.

Referral Date: The date the child was referred to CPS.

Service Coordinator: The name of the Disabilities Coordinator at the site who is responsible for ensuring the children receive their CPS services.

Does the child require transportation - Yes or No (on the drop down list) -

Enter YES only if the child has been found to be eligible for Transportation services on his/her IEP. (You must check the child's actual IEP to determine this. You may also call us and we can check the child's transportation information on the CPS system.) Only select "No," if the child is not eligible for transportation services on his/her IEP.

Does the child receive transportation - Yes or No (on the drop down list) -

Enter YES if the child is attending CPS services (and is therefore, somehow receiving transportation to CPS for these services.) Only enter NO if the child is not attending or receiving his/her CPS services.

If you select YES to "Does the child receive transportation?" then you must continue and complete the bottom portion of the page. You will see on the bottom left:

Bus #

Bus Route USE THE DROP DOWN MENU HERE TO SELECT THE MEANS OF TRANSPORTATION, FOR INSTANCE, PARENTS TRANSPORT, CPS BUS, ETC.

Pickup Location WHERE THE CHILD IS PICKED UP FROM TO GO TO CPS SERVICES (FROM THE SITE OR FROM THE HOME)

Pickup Time IF THE PARENTS TAKE THE CHILD TO SPEECH AT 8:30AM ON WED., THEN THE PICK UP TIME IS 8:30AM. IF THE CHILD IS PICKED UP BY THE CPS BUS, THEN ENTER THE TIME THAT THE CHILD IS PICKED UP.

On the bottom right of the screen, you will also need to complete the information which states:

Bus #

Bus Route

Drop off location

Drop off time

Please complete the drop off information accordingly.