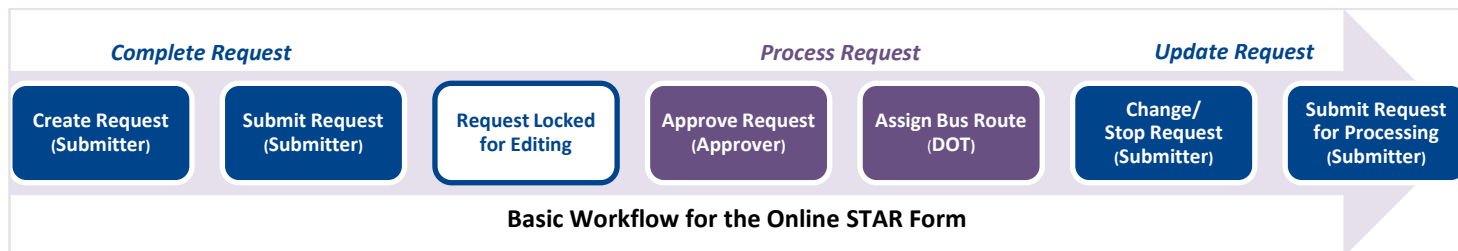# OASIS Transportation Module – Online STAR Form
## Managing Transportation Requests

The OASIS Transportation module includes an online version of the Student Transportation Action Request (STAR) form. MCPS school administrators, Individualized Education Program (IEP) teams, and MCPS office staff use the STAR form to submit requests for establishing, changing, or stopping special transportation for all eligible students, subject to boundary, walk, and other criteria. The online version of the STAR form includes workflow that automatically routes requests to the next stage in processing.

| Complete Request | | Process Request | | Update Request | |
|---|---|---|---|---|---|
| Create Request (Submitter) | Submit Request (Submitter) | Request Locked for Editing | Approve Request (Approver) | Assign Bus Route (DOT) | Change/ Stop Request (Submitter) | Submit Request for Processing (Submitter) |

**Basic Workflow for the Online STAR Form**

*i* To confirm transportation for students, you can either generate reports from the Transportation module or generate reports from the web version of MapNet.

**To log in to the OASIS Transportation module:**

1. On the MCPS website, click the **Staff** tab, the **Student Data** tab, then the appropriate link under OASIS/Special Services.

2. On the Login page, enter your Outlook user name and password.

3. In the **Log on to** field, ensure that your domain is correct.

4. Click the **Go** button.

5. At the top of the page in the tab bar, hover your mouse over **TRANSPORTATION** to display a menu.

6. On the menu, select **School Requests** to open the main page for the module, the Transportation Requests page.

**To log out:**

In the upper right of the page, click the **Log Out** link.

## Finding Requests

On the main page of the Transportation module, the Transportation Requests page, you select options to find specific requests to view or manage.

▶ **To find requests:**

Transportation Requests

| | |
|---|---|
| Student ID: | (1) |
| Current School: | Seven Locks Elementary (2) |
| Transportation Assignment: | (All Schools) (3) |
| Transportation Type: | All (4) |
| Special Situation: | All (5) |
| Status: | All (6) |
| Request Date: | Between ___ And ___ (7) |
| Program: | (All Programs) (8) |

Show Students    Detail export to Excel    New

1. On the Transportation Requests page, select options.

   **(1) Student ID:** student's school identification number

   **(2) Current School:** school in which the student is currently enrolled

   **(3) Transportation Assignment:** destination school, which may or may not be the same as the current school

**(4) Transportation Type:**

- **All:** transportation for both regular and extended school year (ESY)

- **Regular:** transportation for the normal school year shown in the MCPS school calendar

- **ESY:** transportation for the extended school year—services provided beyond the regular school year to meet objectives of a student's IEP

**(5) Special Situation:**

- **All:** all students including foster and homeless students

- **Foster:** student placed in a foster home by a Maryland state or a Montgomery County social service agency

- **Homeless:** student without a fixed, regular, and adequate nighttime residence, even if the temporary residence is outside Montgomery County

**6 Status:**

- **In Progress:** request not yet complete

- **Submitted:** request sent to the approver

- **Approved:** request the approver accepted

- **Processing:** approved request awaiting assignment of a bus route

- **Routed:** approved request assigned a bus route

- **Rejected:** request the approver returned to the submitter for correction

- **Active:** request for which special transportation has begun

- **Stop Submitted:** request sent to the approver to stop special transportation on a specified end date

- **Stop Pending:** approved request to stop special transportation awaiting its end date to be stopped

- **Stopped:** request for which special transportation has been stopped

**7 Request Date:** date the requested transportation is to begin (for the regular school year, date during the current school year; for ESY, date during the summer)

**8 Program:** academic or special education program

2. Click the **Show Students** button to display a list of requests defined by the options you selected.



In the Program column, you can view the full program name by hovering your mouse over the program code, as shown below:



In the request list are columns with entries that become available or change based on the status of a request:

**Action:** indicator of a new request (**New/Start**) or a change request (**Change**).

**Effective Date:** start date of the transportation requested. Until a bus route is assigned for a request (indicated by a request status of **Routed**), this is the start date the submitter requested. After the bus route is assigned, this is the ac-

tual start date assigned by the Department of Transportation.

**Add Change/Add Stop:** links for changing or stopping an active request. A request is active after the transportation has begun, and the links are available at that time.

**View Change Progress:** for change requests, links for viewing the original request or the change request.

## Creating a New Request

In the Transportation module, you can complete an online version of the STAR form to request, change, or stop transportation for the current and extended school years and for homeless and foster students.

*i* Carefully review your request before submitting it. After submitting it, you can correct it only if the approver rejects it.

▶ **To create a new request:**



1. On the Transportation Requests page, click the **New** button. The Transportation Student Search page opens.



2. On the search page, enter one or more search parameters. A student ID number search is best. If you enter a first name, you also must enter a last name.

   *i* You can use the percent sign (%) as a wildcard to enter part of a name or number. For example, Beck% finds Beck, Beckman, and Beck, Jr. Sm%th finds Smith, Smyth, and Smooth.

3. Click the **Search** button to display student records that match your search parameters.

4. Do one of the following:

- If only one student record matches your search parameters, the Student Transportation Action Request (STAR) page opens. Go to the next step.

- If multiple student records are displayed, click the ID of the student whose request you are creating to open the Student Transportation Action Request (STAR) page. Then go to the next step.



5. Enter information in the tabbed sections of the page. A red asterisk indicates a required field.

ⓘ You can save the information entered in the tabbed sections at any time before you submit the request by clicking either the **Save** button (to save and remain on the same page) or the **Save & Exit** button (to save and return to the previous page).

**Student Information –** Information in this section is prefilled from OASIS demographics. You cannot change this information in the Transportation module. If the address is incorrect, the school registrar or attendance secretary can change it in the OASIS Enrollment module.



**Change Request –** In this section are route details for the transportation, including a start date for the transportation. Two route type options are available for selection: round trip and one way. Most routes are from home to school then, at the end of the school day, from school to home. This is the round trip option, which you request using a *single* online STAR form.

Some students need transportation from home to multiple schools during the school day, then, at the end of the day, from school to home. This is the one way option, which you must request using *multiple* online STAR forms, one for each part of the route. For example, you would need a STAR form

for the part of the route from home to the first school, another for the part from the first school to the second school, and a third for the part from the second school to home.



**Transportation Action –** This section shows if the request is to establish or change transportation to a program and the effective date for the transportation assigned by the Department of Transportation. If possible, this is the same date as the start date the submitter requested in the Change Request section.

**Medical Information –** This section shows necessary confidential safety and emergency information.



**Student Abilities –** This section shows special transportation needs for a student.



**6.** After completing the request, click the **Submit** button. You will be prompted to confirm the submission.



**7.** On the confirmation message, click the **OK** button. The request will be locked for editing and sent to the approver. The status of the request will change from **In Progress** to **Submitted**.

## Deleting a Request
You can delete a request only before you submit it or if the approver rejects it.

▶ **To delete a request:**



**1.** On the Transportation Requests page, select options to find the request you want to delete. The status must be **In Progress** or **Rejected**.

**2.** Click the **Show Students** button to display a list of requests defined by the options you selected.



**3.** In the list, find the request you want to delete, then click the student ID link to view the request.



**4.** On the Student Transportation Action Request (STAR) page, click the **Delete** button. You will be prompted to confirm the deletion.
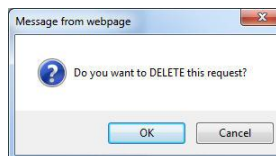


**5.** On the confirmation message, click the **OK** button.

## Resubmitting a Rejected Request
If there is a problem with a request, the approver can reject it. An e-mail notification is sent to the submitter indicating the reason for the rejection.

## To resubmit a rejected request:

1. Discuss with the approver the changes needed for the request to be approved.



2. On the Transportation Requests page, select options to find the request you want to correct and resubmit. The status must be **Rejected**.

3. Click the **Show Students** button to display a list of requests defined by the options you selected.



4. In the list, find the request you want to correct, then click the student ID link to view the request.



5. On the Student Transportation Action Request (STAR) page, make the necessary corrections.

6. Click the **Submit** button. You will be prompted to confirm the submission.



7. On the confirmation message, click the **OK** button. The request will be locked for editing and resubmitted to the approver. The status of the request will change to **Submitted**.

## Changing an Existing Request

After transportation that you requested has begun, you can change the route. If you are requesting a change to only a part of the route, you must provide the *entire* route in the request, not just indicate the changed part of the route.

## To change an existing request:



1. On the Transportation Requests page, select options to find the request you want to change. The status must be **Active**.

2. Click the **Show Students** button to display a list of requests defined by the options you selected.



3. In the list, find the request you want to change, then click **Change** in the **Change/Stop** link. You will be prompted to confirm creation of a change request.



4. On the confirmation message, click the **OK** button. The original request will be closed, and a copy of the request will be generated for you to change and submit. The original request remains available for viewing only.

## Stopping an Existing Request

After transportation that you requested for a student has begun, you can stop the transportation.

1. On the Transportation Requests page, select options to find the request you want to stop. The status must be **Active**.

2. Click the **Show Students** button to display a list of requests defined by the options you selected.



3. In the list, find the request you want to stop, then click **Stop** in the **Change/Stop** link. You will be prompted to enter a stop date.



4. Enter a stop date, then click the **Ok** button. A message will be displayed indicating that the stop request was successfully submitted to the Department of Transportation for approval.



5. On the message, click the **OK** button. The status of the request will change to **Stop Submitted,** and the stop (end) date will be recorded in the request.

    *i* When approved, the status of a stop request changes from **Stop Submitted** to **Stop Pending**. A process runs nightly to check requests for end dates. If the end date is the current date, the status of the request changes from **Stop Pending** to **Stopped**, indicating that special transportation for that request has been stopped.

## Approving a Request for Transportation

After a request for transportation is submitted, a designated approver reviews it then approves or rejects it.

▶ **To approve a request for transportation:**



1. On the Transportation Requests page, select options to find the request you want to approve. The status must be **Submitted**.

2. Click the **Show Students** button to display a list of requests defined by the options you selected.



3. In the list, find the request you want to approve, then click the student ID link to view the request.



4. Review the request.

5. Click the **Approve** button to accept the request. You will be prompted to confirm your approval.



6. On the confirmation message, click the **OK** button. The status of the request will change to **Approved**.

## Rejecting a Request for Transportation

A designated approver reviews submitted requests then approves or rejects them. After a request is rejected, an e-mail notification, which includes the reason for rejection, is sent to the submitter.

▶ **To reject a request for transportation:**



1. On the Transportation Requests page, select options to find the request you want to reject. The status must be **Submitted**.

2. Click the **Show Students** button to display a list of requests defined by the options you selected.



3. In the list, find the request you want to reject, then click the student ID link to view the request.



4. Review the request.

5. Click the **Reject** button. You will be prompted to enter a reason for the rejection.



6. Enter the reason, then click the **Ok** button. The status of the request will change to **Rejected**.

## Assigning a Bus Route

After a request for transportation is approved, the Department of Transportation assigns a bus route to pick up and drop off the student at the designated locations.

▶ **To assign a bus route:**



1. On the Transportation Requests page, select options to find the request to assign a bus route. The status must be **Approved**.

2. Click the **Show Students** button to display a list of requests defined by the options you selected.
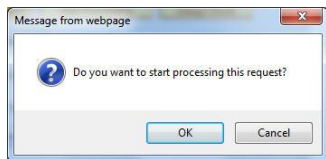


3. In the list, find the request to assign a bus route, then click the student ID link to view the request.

4. Do one of the following:

   - Click the **Start Processing** button to change the status of the request to **Processing**, indicating to those checking request status that the route will be assigned soon. You will be prompted to confirm the start of processing.
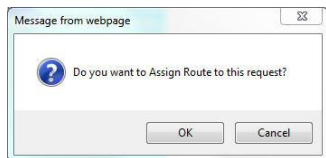
   

   On the confirmation message, click the **OK** button.

   - Proceed with the next step to immediately assign a route.

5. On the Student Transportation Action Request (STAR) page, in the Change Request section, refer to the date the submitter is requesting transportation to start.

6. Click the **Printer Friendly** link to print a formatted version of the online STAR form to give to the router. (See for instructions on how to print a STAR form.)

7. After the route is assigned, return to the Transportation module and find and view this same request.

8. Open the Transportation Action section.
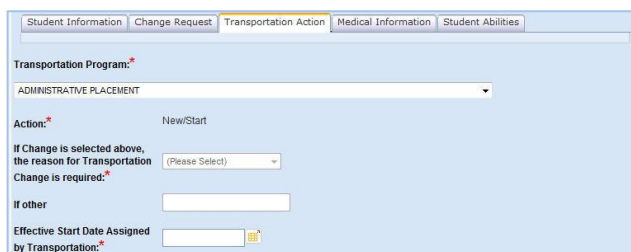
   

9. In the **Effective Start Date Assigned by Transportation** field, enter the date from MapNet the transportation can actually begin. This should be the same as the start date the submitter requested, if possible.

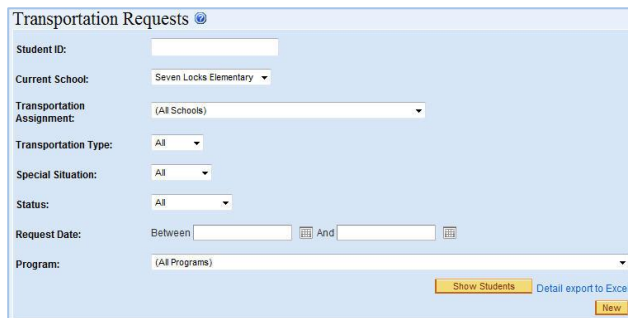10. Click the **Assign Route** button. You will be prompted to confirm the route assignment.

   

11. On the confirmation message, click the **OK** button. The status of the request will change to **Routed**.

   ⓘ A process runs nightly to check the effective dates of requests that have been assigned a bus route. If the effective date is the current date, the status of the request changes from **Routed** to **Active**, indicating that transportation has begun for the request.

## Approving a Request to Stop Transportation

Only the Department of Transportation approves requests to stop transportation.

▶ **To approve a request to stop transportation:**



1. On the Transportation Requests page, select options to find the request you want to approve. The status must be **Stop Submitted**.

2. Click the **Show Students** button to display a list of requests defined by the options you selected.
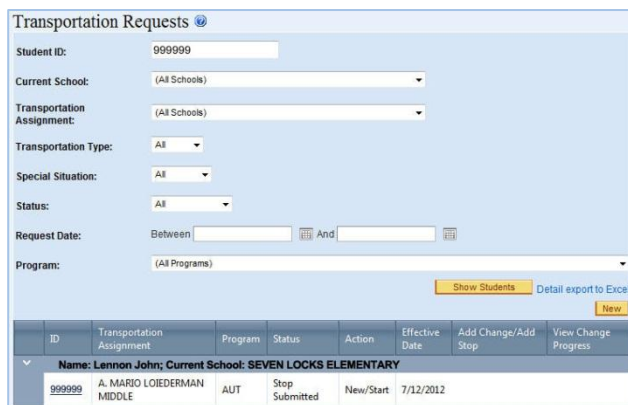


3. In the list, find the request you want to approve, then click the student ID link to view the request.
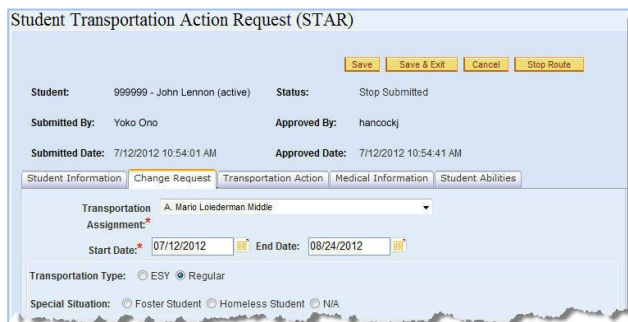


4. Click the **Stop Route** button. You will be prompted to confirm that you want to stop the request.
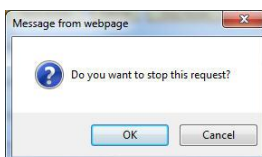


5. On the confirmation message, click the **OK** button. The status of the message will change to **Stop Pending**.

   ⓘ A process runs nightly to check requests for end dates. If the end date is the current date, the status of the request changes from **Stop Pending** to **Stopped**, indicating that transportation has been stopped.

## Printing a STAR Form

You can print a formatted version of the online STAR form for your records. However, the Department of Transportation no longer accepts paper STAR forms. STAR forms printed before a request is submitted may be incomplete.

▶ **To print a STAR form:**



1. On the Transportation Requests page, select options to find the request you want to print.

2. Click the **Show Students** button to display a list of requests defined by the options you selected.



3. In the list, find the request you want to print, then click the student ID link to view the request.



4. In the upper right of the Student Transportation Action Request (STAR) page, click the **Printer Friendly** link. You will be prompted to open or save the file.
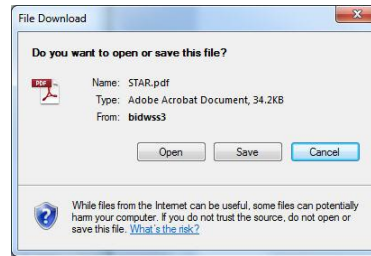


5. On the file download message, click the **Open** button. The STAR form will open in Adobe Acrobat Reader. (See the next page for a sample of the STAR form.)

6. To print the form, in Adobe Acrobat Reader, click the **Print** button (🖶), or on the **File** menu, select **Print**.

## Getting Help

To find help and support for the OASIS Transportation module, click the **Help** button (❷) to the right of the page title on the home page and on the main page of the module, the Transportation Requests page.

## Student Transportation Action Request (STAR)

Office of the Chief Operating Officer
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

## Streep

Student ID Number _111111_

### A. Student Information

Name: First _Meryl_ MI _A_

Last _Streep_

DOB _08/15/2000_ Age _11_ Grade _5th Grade_ Gender _F_

Current Residence _3861 UNITED WAY_

City _BETHESDA_ State _MD_ Zip _20817_

Father's Name _HARRY STREEP_

Father's Phone: H) _____ W) _703-000-0000_

Mother's Name _MARY STREEP_

Mother's Phone: H) _____ W) _240-000-0000_

Language Spoken at Home: _ENGLISH_

Emergency Contact: _Diane Keaton_

Relationship: _friend_

Emergency Phones: _____ _571-000-0000_

### B. Current School Placement

_SEVEN LOCKS ELEMENTARY_ MS

Home School: _Same_

### C. New School Assignment/Service Request

TO _A. MARIO LOIEDERMAN MIDDLE_

_A. MARIO LOIEDERMAN MIDDLE_ MS

Effective Date _08/27/2012_ If temporary, until _____

PICK UP location and address (day care phone # if applicable)

_3861 UNITED WAY, BETHESDA, MD 20817, Phone: (301) 000-0000_

DROP OFF location and address (day care phone # if applicable)

_3861 UNITED WAY, BETHESDA, MD 20817, Phone: (301) 000-0000_

Student attends full school day on regular school schedule

Route type: Round trip

Schedule:

### D. Special Education or School Program

_AUT - ASP_ _ASPERGER'S_

Code · Program: Full Name Description

### E. Transportation Action

☑ **New/Start** -- Transportation is being arranged for the first time.

☐ **Change** -- Transportation revision due to change of:

　☐ School ☐ Program ☐ Pickup/Dropoff Location

　☐ Residence ☐ Other: _____

☐ **Stop** -- Student no longer needs specialized transportation

　Stop Transportation Effective _____

### F. Medical Information

☐ Are there any medical conditions related to transportation?

　Description: _____

☐ Are there any life threatening issues?

　Description: _____

☐ Is a nurse required by IEP?

　Description: _____

Other: _____

### G. Approvals

Completed by _Tom Cruise_ Date _07/06/2012_

Title _____ Phone _____

Approved by _____ Date _____

Title _____

Phone _____ Fax _____

### H. Student Abilities Assessment

**1. ATTENDANT**

　a. Can the student follow instructions for independently moving on/off a bus? Yes
　b. Can the student climb stairs unassisted? Yes
　c. Can the student be on the bus without close adult supervision? No

**2. LIFT EQUIPPED BUS --** No

　☐ Wheelchair ☐ Scooter ☐ Stroller
　☐ Electric ☐ Manual

**3. CHILD RESTRAINT**

　a. Does the student require a child restraint? No
　b. Does the student have a medical condition that prevents maintaining a normal seating position? No
　Height (inches) _____ Weight (lbs.) _____

### DOT USE ONLY

| Date Received | Date Completed | Router Initials | Date Transportation Effective | Inbound Route | AM Stop Time | Outbound Route | PM Stop Time |
|---|---|---|---|---|---|---|---|
| __/__/__ | __/__/__ | _____ | __/__/__ | _____ | _:_ | _____ | _:_ |

Processed by _____ Pickup Location _____ Drop off Location _____

**Sample STAR Form**