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.

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:
1. On the Transportation Requests page, select options.
   - **Student ID:** student’s school identification number
   - **Current School:** school in which the student is currently enrolled
   - **Transportation Assignment:** destination school, which may or may not be the same as the current school

   The online version of the STAR form includes workflow that automatically routes requests to the next stage in processing.
**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

**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)

**Program:** academic or special education program

1. 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:

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.

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:

**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.

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.

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

**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.

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

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

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.

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

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.

Managing Transportation Requests
To stop an existing request:

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.

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.

   ![Message from webpage]
   
   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 page 9 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**.

   ![Message from webpage]

   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**.

   ![Message from webpage]

   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 ( ) to the right of the page title on the home page and on the main page of the module, the Transportation Requests page.
Managing Transportation Requests

Sample STAR Form

A. Student Information
Name: Mary Streep
DOB: 09/01/2000
Current Residence: 3861 UNITED WAY
City: BETHESDA
State: MD
Zip: 20817
Gender: F

D. Special Education or School Program
AUT: ASP
Code: ASPERGER'S

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
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.): 

Sample STAR Form