



TOTE Quickstart Guide

The Transportation Online Tool for Education (TOTE)

TOTE is the District of Columbia Office of the State Superintendent of Education (OSSE), Division of Student Transportation's (DOT) database for school information and student transportation request forms.

The TOTE Dashboard is your homepage. Return to this screen by clicking the Home button.

Click shortcut buttons for troubleshooting, summary reports, school calendars, school contacts, etc.

Access TOTE and a digital copy of this user guide at: www.osse.dc.gov

The screenshot shows the TOTE dashboard with the following callouts:

- Home button:** The top left button with a house icon.
- Navigation tabs:** A row of tabs including Home, TOTE Support Requests, LEAs, Schools, School Contacts, Students, and Student Discrepancies.
- Search bar:** A search bar for student data with criteria like eligibility, ESY, and FAPE.
- Buttons:** Several green buttons for actions like 'Add a TOTE Support Request', 'Add a School Contact', 'Certification Summary by LEA', 'View Active School Calendar(s)', 'SY LEA List for Dashboard', and 'ESY LEA List for Dashboard'.
- Search Students section:** Fields for Student Name, USI, Eligibility for Transportation, ESY Related Transportation, and ESY FAPE.
- Notes:** An orange note states: 'Please note: separate sections and info will vary by school term and user access.'
- Footer:** A paragraph explaining that TOTE is the Office of the State Superintendent of Education (OSSE), Division of Student Transportation's (DOT) database for school information and student transportation request forms.

Symbols Key

Edit



View



Save & More

Remember to save after each step

Save



Home

If you ever get lost, just go home



Home

TOTE Checklist

- Local Education Agency (LEA) Form
 - Addresses and Contact Info (all schools in LEA)
 - Special Education Transportation Contact(s)
 - Submission/ Transportation Certification Status
 - View/Edit Student Status Details
- School Form
 - School Address and Contact Info
 - School Transportation Rosters
 - Special Education Transportation Contact(s)
 - Extended School Year (ESY) Site
 - Year Round School Details
 - Multiple Programs and Bell Times
 - School/Program Calendar and Bell Times
- Student Form
 - Check Student Status
 - Eligibility Info
 - Student Enrollment Info
 - Student Placement Info
 - Student Contact(s)
 - Student Address(es)
 - Submit Student Transportation Request Form
- Submission and Transportation Certification
 - Transportation Certification Confirmation

Four Roles

- DCPS SPED LEA
- LEA Admin
- School Staff
- Non-Public School Staff
- DCPS Case Manager

Access

All: View student data
DCPS SPED LEA/LEA Admin: Certify student data; submit Transportation Request Form (TRF)
School Staff/DCPS Case Manager: Submit student data, but cannot certify data; submit TRF
Non-Public: Submit school calendar info; only view student info.

Questions or Issues?

TOTE has the ability to capture and report issues and submit your questions to our administrators. Simply click either of the buttons below (located on your Dashboard):



For immediate assistance, please call (202) 724-7818.

1 LEA Form

LEAs Home

Search these LEAs

This report combines the transportation request status for both the current ESY term and the upcoming re

Both Terms LEA List: 4 LEAs

LEA Name	Schools within LEA	Special Education Students in LEA	ESY Certification Status	1. Missing ESY Eligibility Documents	2. Assign to ESY Program	3. No ESY Transportation Request on file	4. Transport Re Con
Children's Place PCS	2	0	A school has no ESY school calendar	0	0	0	
District of Columbia Public Schools	133	8199	Students Missing ESY Transportation Details	0	0	3	
Non-Public Special Education Provider	241	0	No SPED Students to Certify for ESY	0	0	0	
OSSE Academy	2	0	No SPED Students to Certify for ESY	0	0	0	

Edit OSSE Academy

- LEA Form
- School Address and Contact Information
- Special Education Transportation Contact
- OSSE-DOT Contact
- SY Student Status Detail
- SY Submission and Certification Status
- ESY Student Status Detail
- ESY Submission and Certification Status
- Student Transportation Rosters

Getting to the LEA Form

1. Click the LEA button on the Dashboard.
2. Click the Edit button next to your LEA.
3. This will take you to the LEA form for your LEA.

Completing the LEA Form

In order to complete the LEA Form, you must fill out a School Form for each of the schools in your LEA.

IT IS IMPERATIVE THAT YOU ENTER ALL OF THE SCHOOL CONFIGURATION DATA FOR SCHOOLS WITHIN YOUR LEA. WITHOUT SCHOOL CONTACT INFORMATION, SCHOOL ADDRESS VERIFICATION, SCHOOL BELL TIMES AND SCHOOL PROGRAMS, WE CAN NOT RELIABLY AND EFFECTIVELY ROUTE STUDENTS TO YOUR SCHOOL TO ARRIVE ON TIME.

There are multiple ways to get to the School Form; one way is through the "School Address and Contact Information" section on the LEA Form. Continue to the next page for instructions to fill out the School Form.

Edit OSSE Academy

LEA Name: OSSE Academy | LEA Schools: 2

LEA ID: 44444 | # of Students in LEA: 0

School Address and Contact Information

This section lists the detailed School Address and Contact Information for schools within this LEA.

School Code	School Name	# of Programs	# of School Calendars	ESY Site?	# of ESY School Calendars	School
99997	OSSE Academy PCS	0	0	Yes	0	652 V
99998	OSSE DOT PCS	1	2	Yes	1	1212

Special Education Transportation Contact

Special Education Transportation Contact

These are all the Special Education Transportation Contacts by school withi

Add Contact

Title	School Contact Name	Email Address
Data Administrator	Jason Campbell	jason.campbell
Data Administrator	Lia Rogers	lia.rogers@dc.g
Data Administrator	Mary Bailey	mary.bailey@dc

- OSSE-DOT Contact
- Submission and Certification Status

You can see all of your Special Education Transportation Contacts for all of the schools in your LEA on the LEA Form. You can also add, remove and edit contacts on the LEA Form. Just click the "Add Contacts" button or the Edit button.

View Submission and Transportation Certification Status

You can view your submission and transportation certification status on the LEA Form. Certification and submission will be covered in section four of this guide.

View Student Status Detail/Student Transportation Rosters

You can view the status of your student data on the LEA Form. Student data entry and the Student Transportation Request Form will be covered in section three of this guide.

LEA Form

Regular School Year Student Status Detail

SY Student Status Detail

SY Certification Status
No SPED Students to Certify for SY

SY Certification Deadline
Monday, JUN-01-2015

1. Missing Eligibility Documents: 0
2. Assign to SY Program: 0
3. No SY Transportation Request on file: 0
4. SY Transportation Request Complete: 0
5. Eligible, Not Using Transportation: 0
6. No DOT SY Responsibility: 0
7. # of Inactive Student: 0

This is the transportation request detail grid for the school year (SY). You will need to edit existing records until all students are appropriately categorized. If the information is not correct in SEDS, it will not be correct in TOTE.

If there is another TOTE-related question, you may submit questions by clicking the *TOTE Support Request* button found on the Dashboard.

SY Student Status Detail

Student Name	USI Student Status	Arranging School Name	Eligibility for Transportation	Will student use SY transportation?	Attending School	Attending School Name	Attending School Program Name	Attending School Program Name	Alternate Eligibility?	Alternate Eligibility Documentation	SY # of Transportation Request Forms
0 Student Eligibility Details											

Extended School Year Student Status Detail

ESY Student Status Detail

ESY Certification Status
Students Missing ESY Transportation Details

ESY Certification Deadline
Monday, MAY-04-2015

1. Missing ESY Eligibility Documents: 1
2. Assign to ESY Program: 0
3. No ESY Transportation Request on file: 0
4. ESY Transportation Request Complete: 0
5. Ineligible for ESY Transportation: 3
6. ESY Eligibility Undetermined: 0
7. ESY Eligible, Not Using Transportation: 0
No DOT ESY Responsibility: 0

This is the transportation request detail grid for ESY. You will need to edit existing records until all students are appropriately categorized. If the information is not correct in SEDS, it will not be correct in TOTE.

If there is a TOTE-related question, you may submit questions by clicking the *TOTE Support Request* button found on the Dashboard.

ESY Student Status Detail

Student	USI ESY Student	Arranging School	ESY Related	ESY Mode of	Will student use ESY	ESY Attending	ESY Attending School	ESY ESY Program	# of ESY
0 Student Eligibility Details									

Certification for Regular and Extended School Year

The TOTE system supports simultaneous certification for the Regular School Year (SY) and the Extended School Year (ESY). To the right is a look at the different types of student statuses that may exist for the Regular School Year and ESY.

Home
TOTE Support Requests
LEAs

LEAs **Edit OSSE Academy**

REPORTS & CHARTS

- ▶ LEA Form
- ▶ School Address and Contact Information
- ▶ Special Education Transportation Coordination
- ▶ OSSE-DOT Contact
- ▶ SY Student Status Detail
- ▶ SY Submission and Certification Status
- ▶ ESY Student Status Detail
- ▶ ESY Submission and Certification Status
- ▶ Student Transportation Rosters

Student Statuses

Missing Eligibility Documentation

Student may be missing documentation in SEDS and/or TOTE to make them eligible for transportation services.

Assign to Program

The student is placed in a school with multiple bell times and/or different school calendars. This student must be assigned to one of those programs in TOTE in order to submit a transportation request form.

No Transportation Request on File

There is no school year transportation request on file. The student cannot be routed without a transportation request form.

Transportation Request Complete

All required fields have been completed and the transportation request form has been submitted for the school term.

Ineligible for ESY Transportation

The student is not eligible for ESY-related transportation.

Eligibility Undetermined (ESY)

In SEDS, the ESY determination for transportation is missing (blank). The LEA must update the ESY determination in SEDS.

Eligible, Not Using Transportation

The student is eligible for transportation but is not utilizing these services per LEA certification. This includes students eligible for transportation at non-public schools.

No DOT Responsibility

The student is not eligible for special education transportation. OSSE DOT has no responsibility to transport the student.

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School Form

Home TOTE Support Requests LEAs Schools School C

Schools Schools Home You've made changes Save

OSSE Academy

School Demographics and School contacts 2 Schools

	LEA Type	School Code	Closed	School Name	School
	LEA (Independent) Charter	99997	no	OSSE Academy PCS	652 W
	LEA (Independent) Charter	99998	no	OSSE DOT PCS	1212 A

Schools Edit OSSE Academy PCS REPORTS & CHARTS

- School Address & Contact Inform
- OSSE EMI Form Data
- Student Transportation Rosters
- School Liaison
- Special Education Transportation
- Add Additional School Contact(s)
- ESY Site
- School Details
- Multiple Programs and Bell Times
- School/Program Calendar and Be

Getting to the School Form

Access the School Form from the Dashboard:

1. From the Dashboard, click the **Schools** button on the page header.
2. On the Schools Home Page, search for your school and click the **Edit** button to the left of it. This directs you to the **School Form** for your school.

OSSE EMI Form Data

School Address & Contact Information and School Details can no longer be edited through TOTE. If the data in these sections are incorrect, please update your details via the EMI Form with OSSE's Division of Data Management.

Special Education Transportation Contacts

Special Education Transportation Contacts refers to all contacts who will have info about students and your school. This section serves to capture those individuals who are able to handle school calendar configuration issues and student issues.

1. If the contacts listed are the only contacts for your school, choose "Yes" in the dropdown box.
2. If there are additional contacts, choose "No" to reveal the "Add Contact" button.
3. Click the "Add Contact" button and enter the required fields, applying the correct contact role.
4. Click "Save" or the down arrow to the right of the "Save" button to save and add another contact.

Extended School Year (ESY) Site

Indicate in this section if your school will serve as an ESY site for the upcoming ESY term.

1. Indicate "Yes" or "No" in the dropdown box.

Multiple Programs and Bell Times

This section supports those schools with multiple populations of students (different school start/end dates, bell times, principals) at one location.

A school may serve pre-school, kindergarten and elementary school students at one campus. Or there may be students enrolled in FAPE-related activities extending past the regular school day. For the purpose of TOTE, those students are enrolled in a specific **Program**.

1. Indicate "Yes/No" regarding whether your school has multiple programs.
2. If you choose "Yes" the **Program Information** section will appear. Click the "Add Program" button to add multiple program info. You are only required to enter details that differ from your main program details.
3. Click "Save" when you are done. You will be able to review the program details on the **School Form**.

School Form

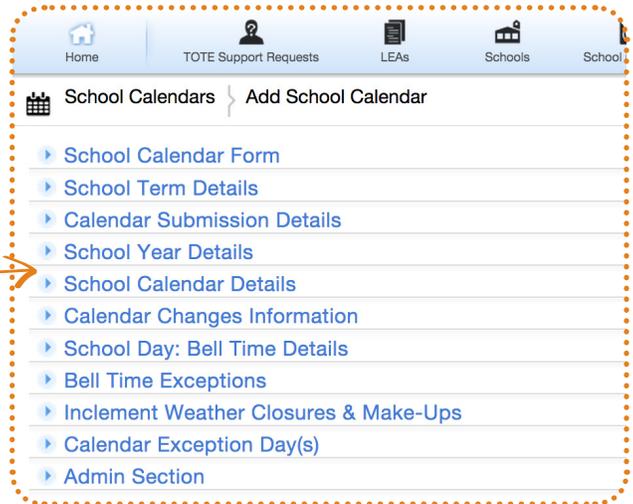
School/Program Calendar and Bell Times

In this section, you will enter all information related to your school calendar. **include your summer school days or ESY days on this calendar. It is imperative.**

[Add School Term Calendar](#)

School & Program Calendars On File

School Name	Date Modified	Program Name	Related Term Name	First Day	Last Day	Doors Open	Estimated Bus Schedule
No school calendars found							



School Calendar and Bell Times

1. Click the “Add School Term Calendar” button to enter details for your school or all applicable programs.
2. Under **School Term Details**, indicate for which term and program you will be entering calendar info.
3. Under **School Year Details**, enter the first and last day.
4. Under **School Day: Bell Time Details**, enter times for when student will enter the school, when teachers will begin instruction, PM dismissal and early dismissal.

DO NOT ENTER THE SAME TIME FOR STUDENT ENTRY TIME AND INSTRUCTION START TIME. ALLOW FOR A 20-MINUTE WINDOW BETWEEN BUS ARRIVAL AND WHEN THE STUDENTS NEED TO BE IN THEIR SEATS FOR INSTRUCTION.

Bell Time Exceptions

Under **Bell Time Details**, indicate “Yes” or “No” in the dropdown box whether your school has an early and/or alternate dismissal time.

1. If you choose “Yes” the **Early/Alternate Dismissal Details** section will appear.
2. Enter the early/alt dismissal time, including AM or PM.
3. Indicate whether the early/alt dismissal time is recurring (consistent) or non-recurring.
4. If you choose “Yes” to indicate that it is recurring, choose from the two dropdown boxes to indicate how often and on what days the early/alt dismissal time occurs. If “No” enter the early dismissal days in Calendar Exceptions.

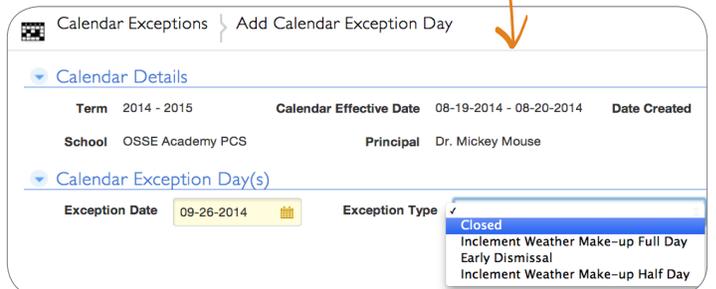
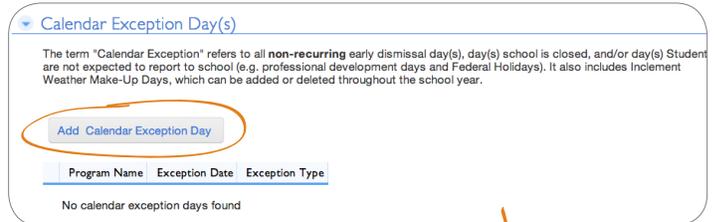
Inclement Weather Closures & Make-Ups

Indicate the jurisdiction your school follows.

Calendar Exceptions

Calendar exceptions are all non-recurring early dismissal days, days school is closed, inclement weather make-up days, and/or days students are not expected to report to school (e.g. professional development days and federal holidays).

1. Click the “Add Calendar Exception Day” button. You may enter multiple calendar exception days on this form. Simply choose the “Save & Add Another” option from the dropdown next to the “Save” button.



Looks the same for Alternate Early Dismissal

Early Dismissal Details

Recurring means these days happen on a predetermined, repetitive, and consistent basis. *Example: An early dismissal day recurs biweekly on Wednesdays at 1:15 pm.*

Early Dismissal Time* You must enter the period (AM or PM).
 Is Early Dismissal Recurring?*
Early Dismissal Recurs How Often?*
What is the Early Dismissal Day(s)?*

3 Student Form

The first screenshot shows the main navigation menu with 'Students' selected. The second screenshot shows the 'Status Summary by LEA' report selected. The third screenshot shows the 'District of Columbia Public Schools' report with a table of student eligibility details.

Getting to the Student Form

1. Click the **Students** button on the page header.
2. Under “Student Home” click “Reports & Charts.”
3. Under “Status Summaries” select the report you wish to view:
 - **Student Cert Status [ESY or SY] (All Roles)** – see a report of your students
 - **Status Summary by LEA (LEA Roles)** – see a full report of students for your LEA

The screenshot shows a table with columns for Enrolled LEA, LEA Certification Status, Student Status, ESY Student Status, Student Name, and USI. A 'Grid Edit' button is circled in the top right corner of the table area.

Editing Student Data

To edit existing student data, you have two options:

Grid Edit

Grid Edit allows you to edit data for multiple students at a time. You will know you have entered Grid Edit by the green tint of the column header. Double click on a field to edit – a yellow box will appear.

Individual Student Edit

In Individual Student Edit, you edit data for one student at a time.

INDIVIDUAL STUDENT EDIT IS THE ONLY WAY TO SUBMIT STUDENT TRANSPORTATION REQUEST FORMS.

Grid Edit

Student Status	ESY Student Status	Student Name	USI	DOB	Primary Disability Code	Transportation Category	Eligibility for Transportation	ESY FAPE
Test Student	Test Student	Tester7, Ken	USI7111117	10-19-1994	AUT		No	Yes
Test Student	Test Student	Test1, Version103	V1031	06-29-2001	SLD		Yes	No
Test Student	Test Student	Test2, V1042	V104TEST2	03-20-1994	SLD		No	No
Test Student	Test Student	Test1, Version106	VERSION1061	06-29-1992	AUT		Yes	Yes
Test Student	Test Student	Test1, Version107	VERSION171	06-29-2001	AUT		Yes	Yes

Individual Student Edit

- Student Status
- ESY Student Status
- Student Information
- Student Enrollment Information
- SY Placement & Eligibility Information
- Student Accommodations
- ESY Placement & Eligibility Information
- ESY Student Accommodations
- Student Contact(s)
- Student Address(es)
- Student Transportation Request
- Student Transportation Rosters

Student Form

Students | Edit Test1, Version103
 ▶ REPORTS & CHARTS

- ▶ Student Status
- ▶ ESY Student Status
- ▶ Student Information
- ▶ Student Enrollment Information
- ▶ SY Placement & Eligibility Information
- ▶ Student Accommodations
- ▶ ESY Placement & Eligibility Information
- ▶ ESY Student Accommodations
- ▶ Student Contact(s)
- ▶ Student Address(es)
- ▼ Student Transportation Request
 - Add Transportation Request Form

Transportation Request Status | Transportation Request Status Comment | Reason For

Home | TOTE Support Requests | LEAs

Transportation Request Forms | Add Transport

- ▶ Student Demographics
- ▶ Student Eligibility Information
- ▶ Student Contact Information
- ▶ Transportation Request Details
- ▶ Student Enrollment Information
- ▶ Student Placement Information
- ▶ Student Accommodation (SY)
- ▶ Mode of Transportation

Getting to the Student Transportation Request Form

Once you complete the following required fields in the Student Form, the “Add Transportation Request Form” button will appear under the Student Transportation Request section.

1. **Current Grade:** the grade the student will enter this term
2. **Attending School Name:** if applicable, include program
3. **Student Contacts:** in case of a transportation emergency
4. **Student Address(es):** pick-up/drop-off location(s)

IF SEDS HOLDS INACCURATE DATA TOTE WILL HOLD INACCURATE DATA. YOU MUST CORRECT SEDS IN ORDER TO CORRECT TOTE.

Filling out the Transportation Request Form

Student Contact(s)

Choose the contact(s) you already created from the dropdown box. Indicate any alternate student contact(s).

Transportation Request Details

Indicate the term, request reason, and whether the transportation request should go live sometime after the Estimated Go Live Date (if “Yes,” enter the Alternate Go Live Date).

Mode of Transportation

If AM Pick Up and/or PM Drop Off is needed, choose “Yes” from the dropdown box(es) and enter the address details, including days of the week the transportation is needed and any alternate locations. If the student will use public transportation, a home address is required for both AM Pick Up and PM Drop Off.

ONCE ALL THE DETAILS ARE ENTERED, SAVE THE FORM. YOU WILL RECEIVE EMAIL CONFIRMATION.

Choose Student Contact(s)

Student Contact Information

Although you can add a contact directly from the Transportation Request Form, it is much more efficient to add a contact from the Student Contact Information form.

Contact Name * Test Test - Caregiver **Contact Type** Emergency

Main Phone Number (555) 555-5555 **Mobile Phone Number**

Is there an alternate student contact? No

Transportation Request Details

Term * 2014 - 2015 **Request Reason *** Administrative Continuation (Internal Use Only)

Submission Date 08-06-2014 **Estimated Go Live Date** Monday, 08-11-2014 **Based on the submission date, this request will go live on:**

Should this transportation request go live sometime after the Estimated Go Live Date? No

Indicate Mode of Transportation

Mode of Transportation

Requested Mode of Transportation * DOT Vehicle

Is AM Pick Up Needed?* Yes **Is PM Drop Off Needed?*** Yes

AM Pick Up Details

AM Pick Up Address* 1111 North TEST AVE Bg NE, 3532 Washington, DC 20011 **Student Lives Here** yes

Gate Code or Building Code 4567 **Business Name**

AM Days of the Week Make a Selection...

Is there an alternate AM Pick Up for this student? No

PM Drop Off Details

PM Drop Off Address* **Student Lives Here**

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Submission and Transportation Certification

Getting to Submission and Transportation Certification

Once all student data has been entered the **Submission and Certification Confirm** section will appear on your LEA Form. Get to the LEA Form by clicking on the LEAs button on the header.

In order to reach this final step, you must first enter data (other than “Incomplete”) for all students in your LEA in the following fields:

- Current grade
- Will student utilize transportation services?
- Eligible for ESY services (for ESY only)?
- *Completed Transportation Request Form submitted

* If all the required data is not entered, you will not be able to submit your student transportation request data.

Summary Reports

The **Certification Summary Report** and **SY/ESY LEA List Report** are handy tools on the Dashboard to help determine your progress and what steps are left to complete your data submission by deadline.

Click on the “Certification Summary by LEA” green button on the Dashboard to view your certification progress for your LEA.

View the SY/ESY LEA List Report directly on the Dashboard to track your certification progress for the students in your LEA.

FINAL STEP: Transportation Certification

1. When you finish all of your student entries and have no outstanding actions for your LEA, save the form.
2. When you return to **Edit** mode, a message will appear. Press “OK” and you will be directed to the “**Submission and Transportation Certification Section**” on the LEA Form.
3. Click the dropdown box and confirm that all the info you entered is true as of the date of submission.
4. Once you confirm the info, TOTE saves your entry. You are no longer able to edit this area.

CONGRATULATIONS! YOU HAVE ENTERED ALL SCHOOL CONFIGURATION DETAILS, CERTIFIED ALL STUDENT DETERMINATIONS AND SUBMITTED ALL TRANSPORTATION REQUESTS FOR THIS LEA.

