District of Columbia Office of the State Superintendent of Education (OSSE)

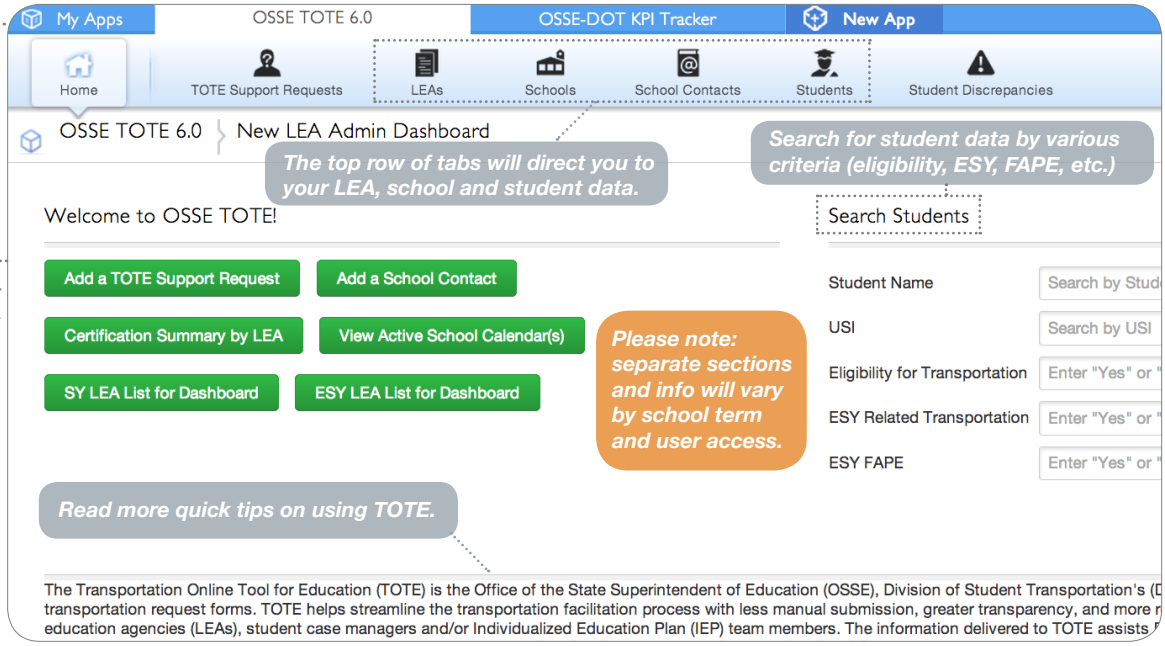
TOTE Quickstart Guide

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

Symbols Key

Edit

View

Save & More

Remember to save after each step

Home

If you ever get lost, just go home

TOTE Checklist

1. ☐ **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
2. ☐ **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
3. ☐ **Student Form**
   - ○ Check Student Status
   - ○ Eligibility Info
   - ○ Student Enrollment Info
   - ○ Student Placement Info
   - ○ Student Contact(s)
   - ○ Student Address(es)
   - ○ Submit Student Transportation Request Form
4. ☐ **Submission and Transportation Certification**
   - ○ Transportation Certification Confirmation

Four Roles

1. DCPS SPED LEA
2. LEA Admin
3. School Staff
4. Non-Public School Staff
5. 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?

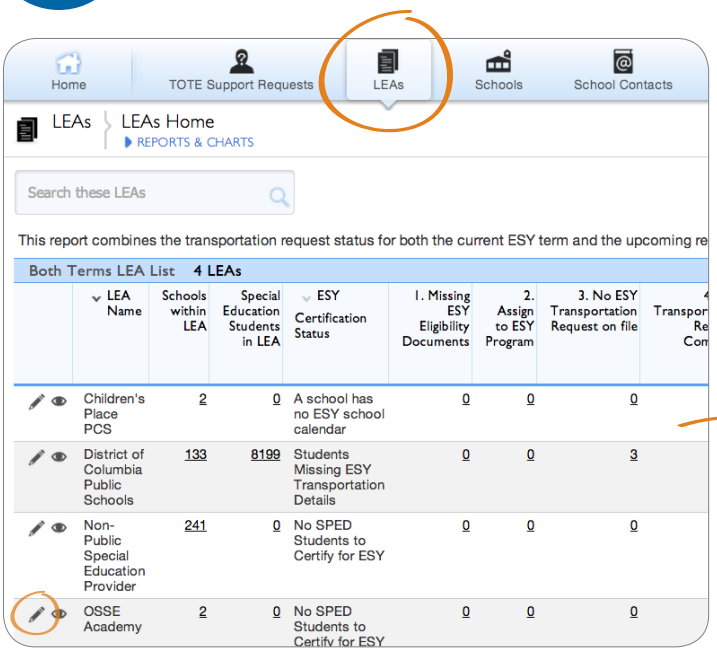
Certification Deadline Reminder:

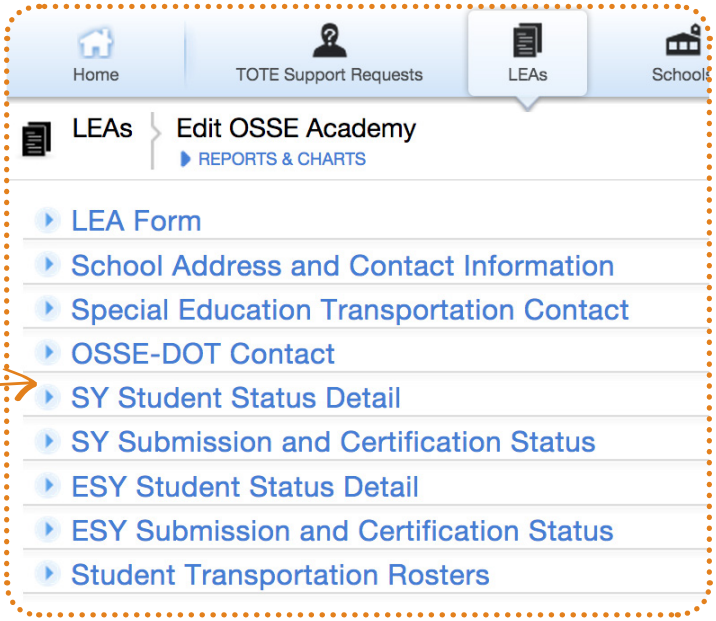
ESY - May 2, 2016

SY - June 6, 2016

For immediate assistance, please call the TOTE Support Line at (202) 576-5520.

1 LEA Form





Getting to the LEA Form

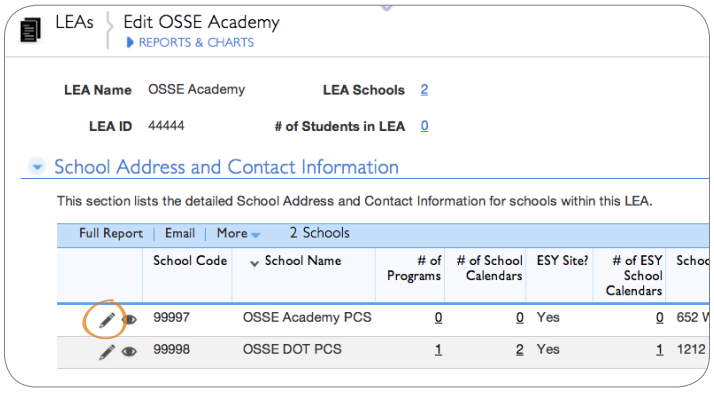
1. Click the **LEA button** on the **Dashboard**.
2. Click the **Edit** button next to your LEA.
3. This will take you to the LEA form for your LEA.

Completing the LEA Form

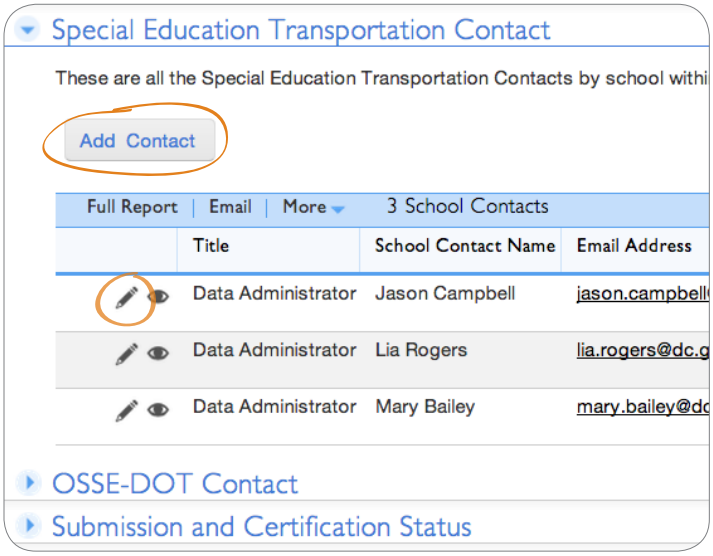
In order to complete the **LEA Form**, you must fill out a **School Form** for each of the schools in your LEA.

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**.



Special Education Transportation Contact



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

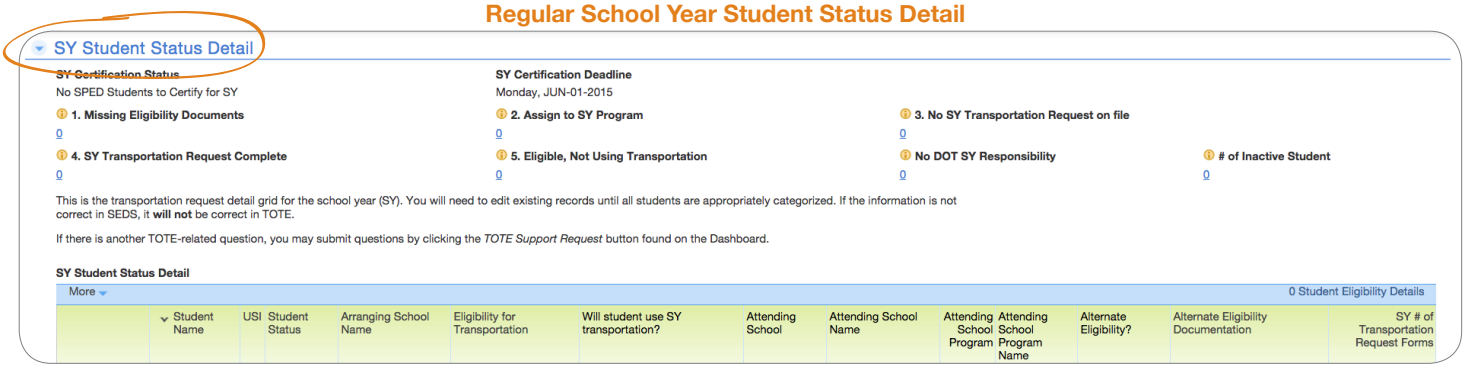
You can view your submission and transportation certification status on the **LEA Form**. Certification and submission will be covered in section four of this guide.

View Student Status Detail/Student Transportation Rosters

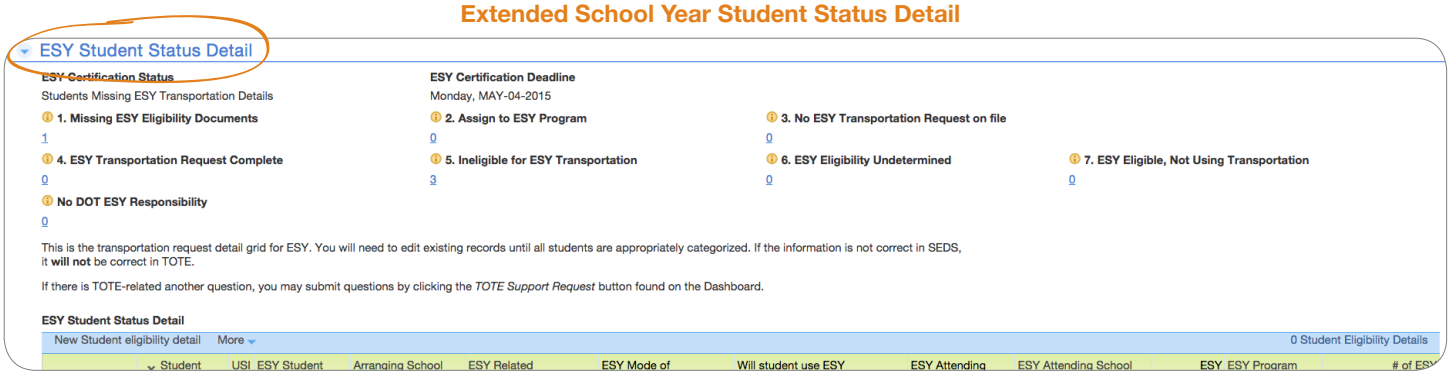
You can view the status of your student data on the **LEA Form**. Student data entry and the **Student Transportation Request Form** will be covered in section three of this guide.

LEA Form

Regular School Year Student Status Detail

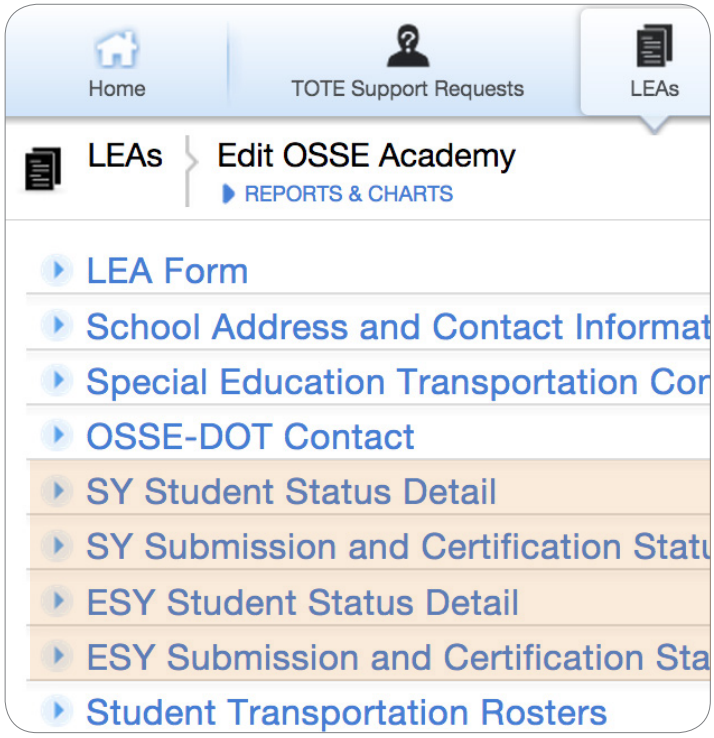


Extended School Year Student Status Detail



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.



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.

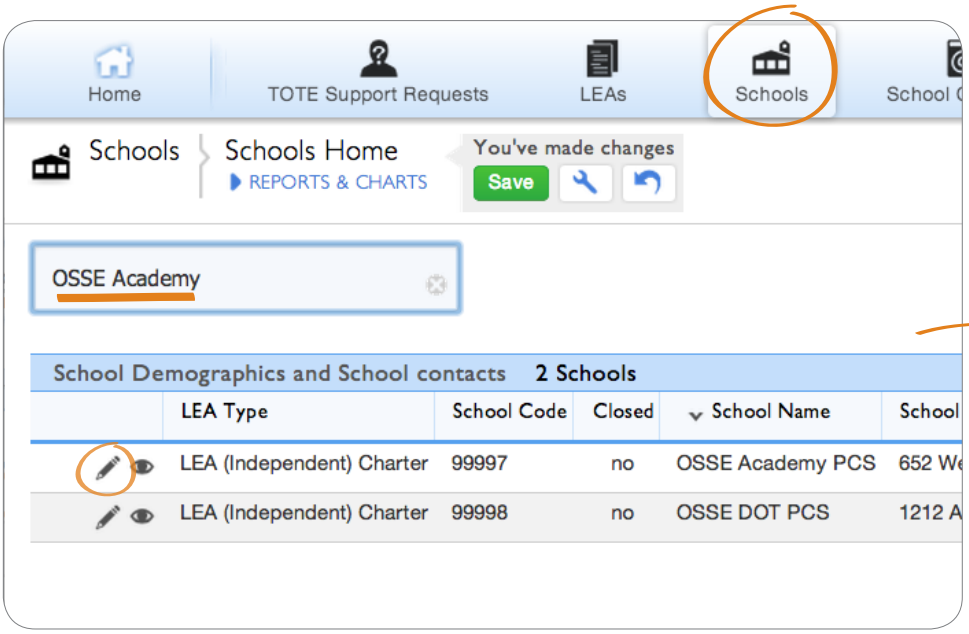
Eligible, Not Using Transportation

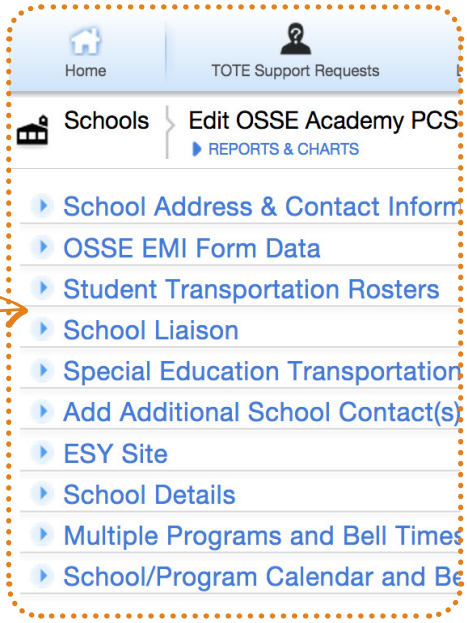
The student is eligible for transportation but is not utilizing these services per LEA certification. This includes students eligible for transportation at non-public schools.

No DOT Responsibility

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

2 School Form





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.

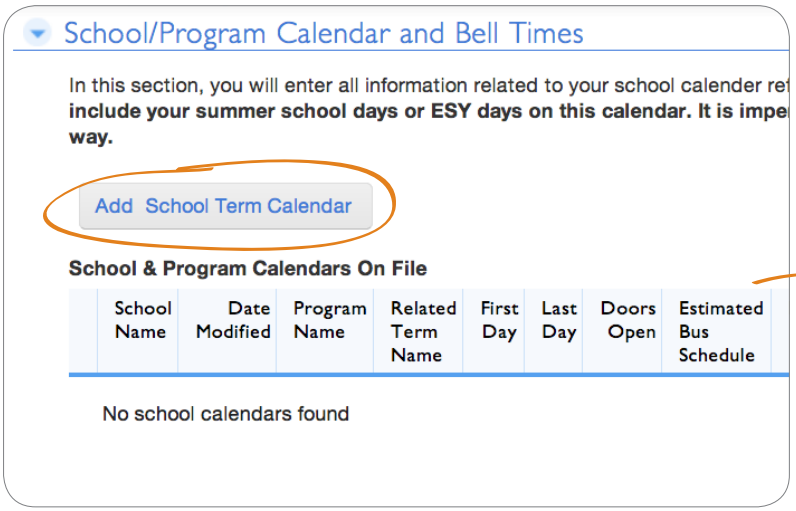
Multiple Programs and Bell Times

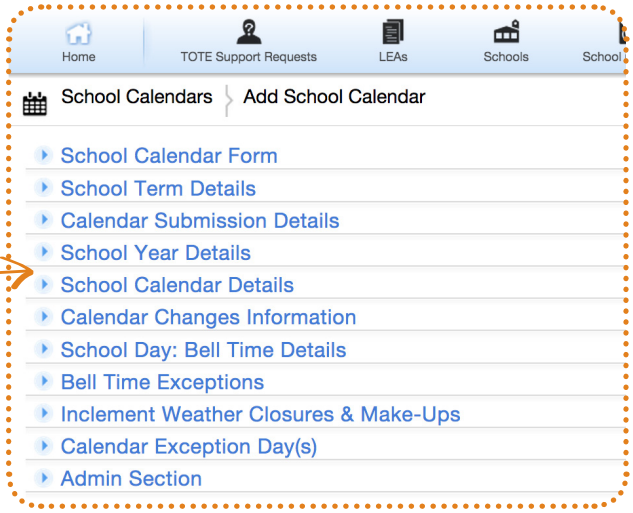
This section supports those schools with multiple populations of students (different school start/end dates, bell times, principals) at one location.

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 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.

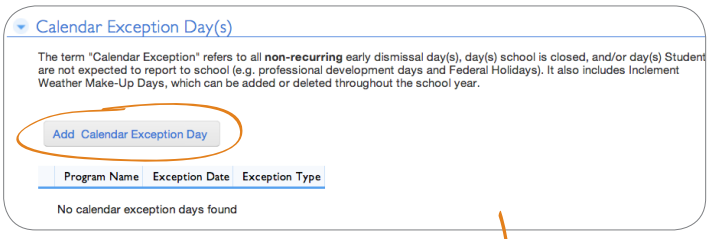
Inclement Weather Closures & Make-Ups

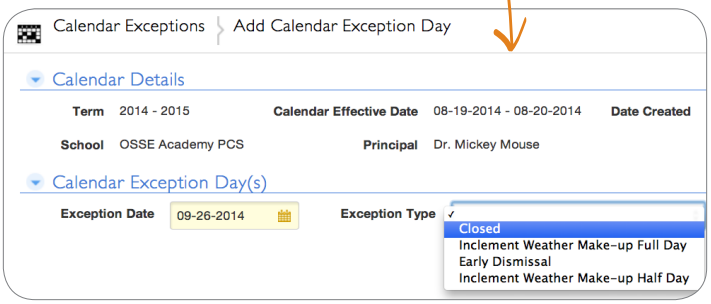
Indicate the jurisdiction your school follows.

Calendar Exceptions

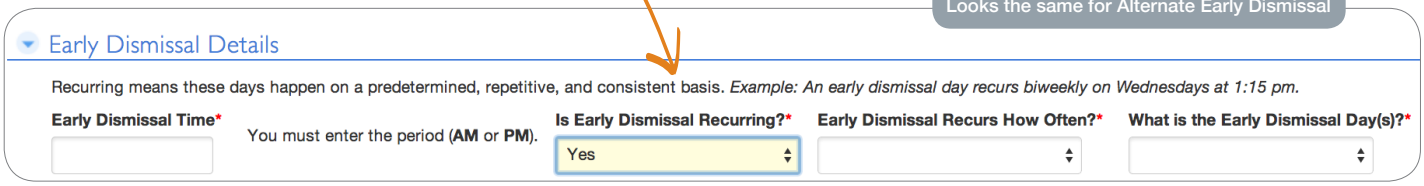
Calendar exceptions are all non-recurring early dismissal days, days school is closed, inclement weather make-up days, and/or days students are not expected to report to school (e.g. professional development days and federal holidays).

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.

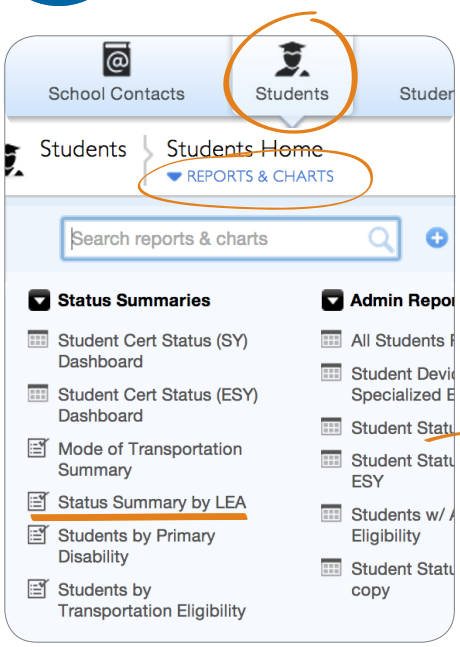


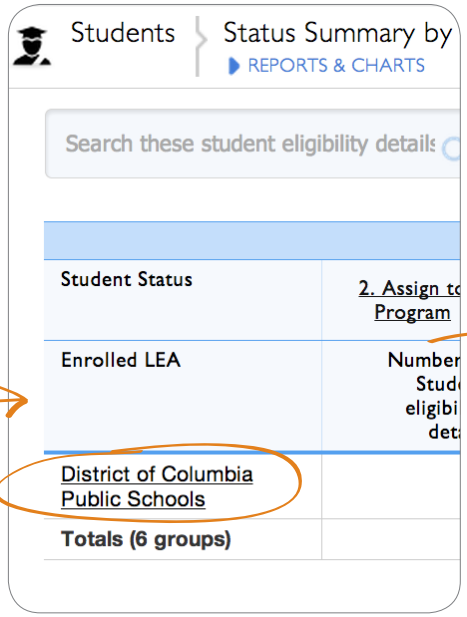


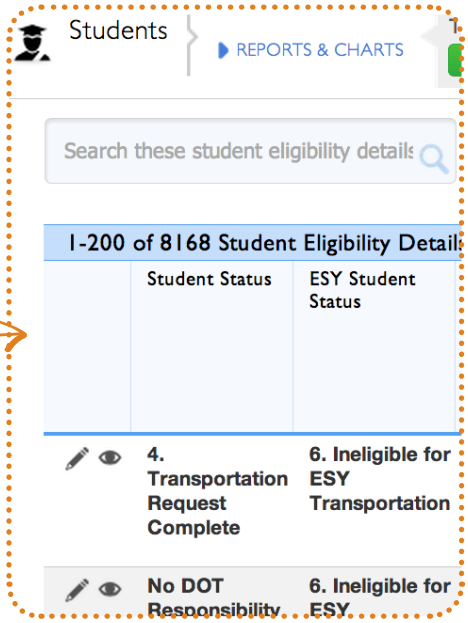
Looks the same for Alternate Early Dismissal



3 Student Form

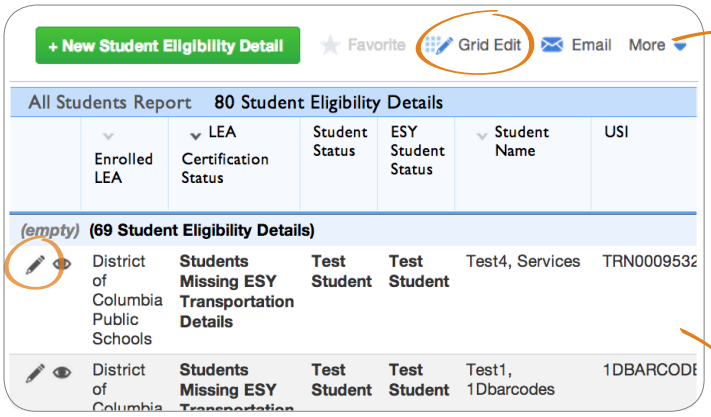






Getting to the Student Form

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



Editing Student Data

To edit existing student data, you have two options:

Grid Edit

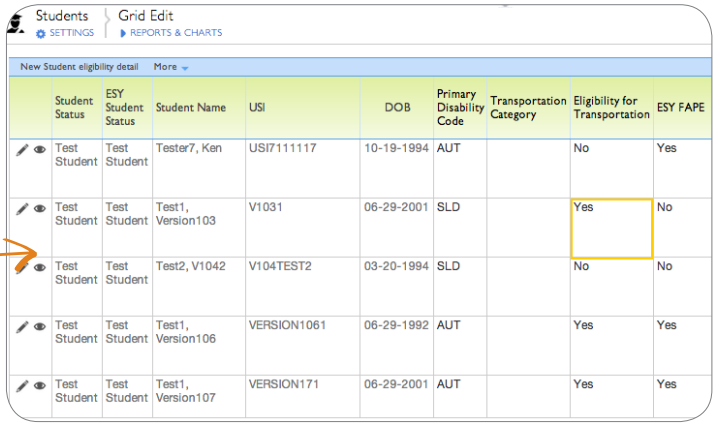
Grid Edit allows you to edit data for multiple students at a time. You will know you have entered Grid Edit by the green tint of the column header. Double click on a field to edit – a yellow box will appear.

Individual Student Edit

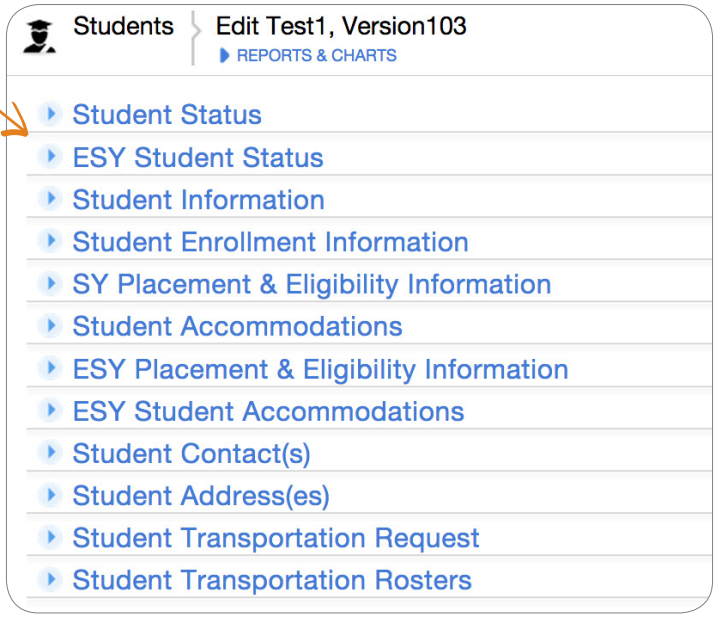
In **Individual Student Edit**, you edit data for one student at a time.

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

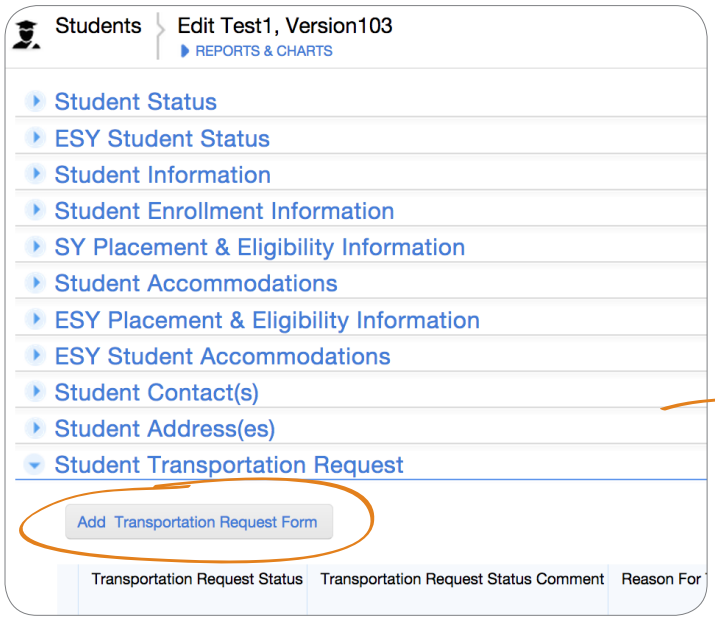
Grid Edit

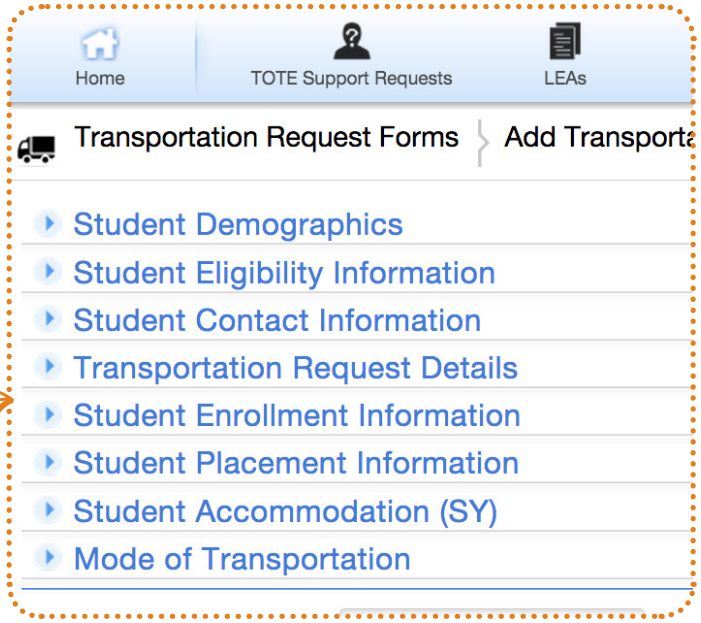


Individual Student Edit



Student Form





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

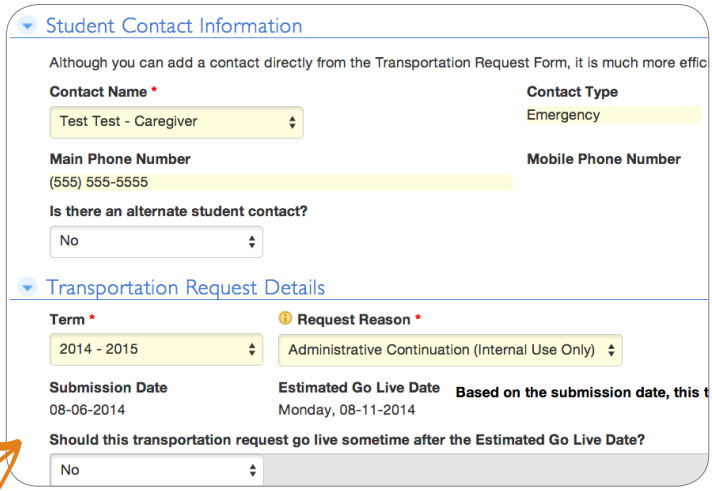
Indicate the term, request reason, and whether the transportation request should go live sometime after the Estimated Go Live Date (if "Yes," enter the Alternate Go Live Date).

Mode of Transportation

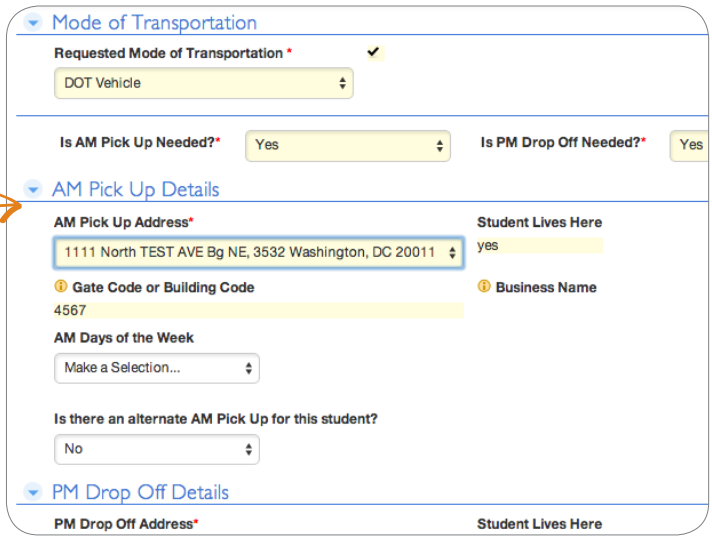
If AM Pick Up and/or PM Drop Off is needed, choose "Yes" from the dropdown box(es) and enter the address details, including days of the week the transportation is needed and any alternate locations. If the student will use public transportation, a home address is required for both AM Pick Up and PM Drop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

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

Choose Student Contact(s)



Indicate Mode of Transportation



4 Submission and Transportation Certification

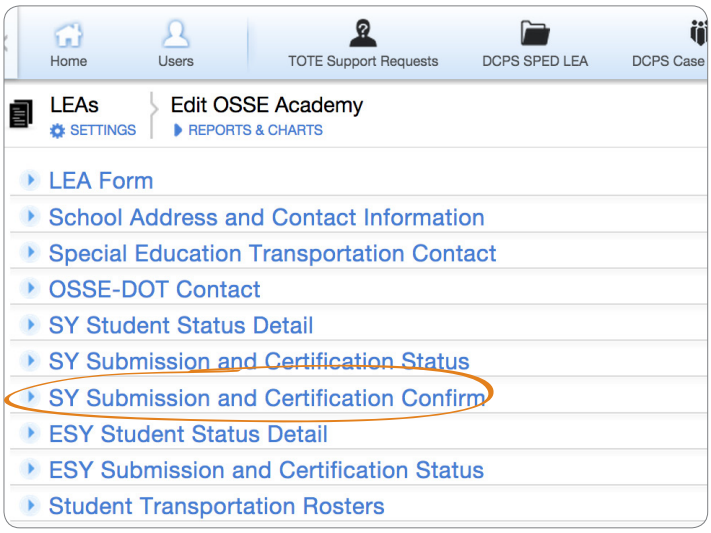
Getting to Submission and Transportation Certification

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.

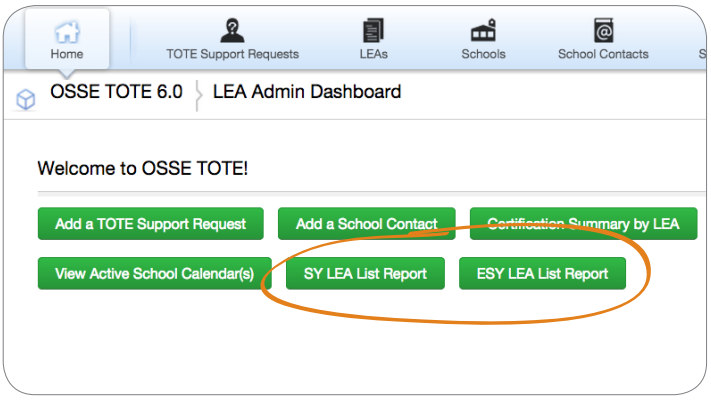


Summary Reports

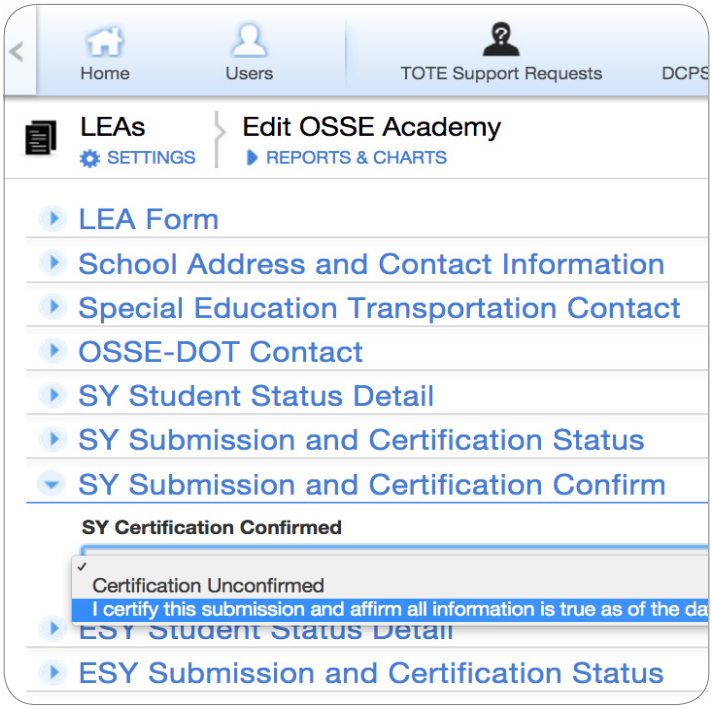
The **Certification Summary Report** and SY/ESY **LEA List Report** are handy tools on the Dashboard to help determine your progress and what steps are left to complete your data submission by deadline.

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.