

MEMORANDUM

TO: All Schools

FROM: Information Technology Services

SUBJECT: **ESE - ALTERNATE TRANSPORTATION ADDRESS**

Schools are reminded that for students requiring an alternate address for transportation purposes, the alternate address must be recorded in ISIS (Selection L, Student Services/Exceptional Ed/Special Programs Menu). The screen for this purpose can be used for ESE students who are coded with a Transportation Code of 1, 2, 4, 5, 6, 7, 8 or 9. This screen is not available for Transportation Code 3. If an alternate transportation address is entered, this address will be used when assigning transportation (Bus Pickup and/or Delivery) for fall.

Schools should only enter a Pickup and/or Delivery address when the alternate address is different than the student's current home address. If there are questions regarding this memo or procedure, schools should call Support Services at 305-995-3705(0).