



Transportation Rejected/Ineligible Requests Report

The *Transportation Rejected/Ineligible Requests* report is available on the CPS Dashboard. This report details students who have an ineligible or rejected transportation request in SIM, as follows:

1. SIM has a group of rules built-in for transportation eligibility based on Board policy. These rules determine whether a newly entered transportation request meets the rules and is *Eligible* or *Rejected*. *Rejected* requests appear on the Dashboard report.
2. SIM re-calculates transportation eligibility every night. If, during the course of a day, a school has changed any of the variables that determine eligibility, the system checks whether that current, active transportation request, whose status is *Routed*, still meets the rules. If not, SIM marks the transportation request *Ineligible*. *Ineligible* requests appear on the Dashboard report.
Note that *Ineligible* transportation requests stay in SIM for a grace period of 14 calendar days. At the end of the grace period, SIM automatically marks the transportation request *Ended* and puts in an *End* date. A drop is then sent to the bus company.
3. Access to the CPS Dashboard can be granted by the Principal in [ODA](#) to view Regular Year or Summer School Transportation Reports.

To view details of a *Rejected/Ineligible* request in SIM, open the request by clicking on the *Rejected* or *Routed* link.

Transportation Records				
Selected: 0 Add Edit				
<input type="checkbox"/> Request Status	Entry Date	Exit Date	Transportation Type	Request Error
<input checked="" type="checkbox"/> Routed	9/17/2014		SE - Special Education	Lacks Transportation as a Related Service

You can then view the *Request Error* and accompanying *Status Message*, as illustrated below.

Eligibility

Request Status: Routed

*Entry Date: 9/17/2014 m/d/yyyy

Exit Date: m/d/yyyy

Exit Reason: N/A

For other transportation requests, please contact the CPS Bureau of Student Transportation.

Transportation Type: SE - Special Education

*Change Trans Type:

Complete wheelchair selection for SE and SW transportation types

Wheelchair Lift: No

Half Day: Full Day

Air Conditioning

Special Ed Request Reason:

Request Error: Lacks Transportation as a Related Service

Status Message: Lacks Transportation as a Related Service, eligibility determined as of 03/28/2017

Last Modified: 9/17/2014



The following table details the error messages and the next steps schools should take to resolve:

Error Message	Explanation	Next Steps
Allowable pickup site not selected	Students who are <u>not</u> receiving Specialized Services may be picked up at one of the two nearest school sites. The <i>Status Message</i> provides the names of those two sites.	<ul style="list-style-type: none"> ▪ Contact the parent to determine their preference. ▪ Open the transportation request. ▪ Select the new <i>Pick-Up Location</i>. ▪ Click the <i>OK</i> button.
CTA OR Bus Pickup must be specified	User failed to select either <i>CTA</i> or a <i>Pick-Up Type</i> in the SIM transportation request.	<ul style="list-style-type: none"> ▪ Open the transportation request. ▪ Select <i>CTA</i> or a <i>Pick-Up Type</i> (and <i>Pick-Up Location</i>, if required). ▪ Click the <i>OK</i> button to refresh.
Lacks Active SPED Placement Type	The system checks in SSM to validate that a student receiving Specialized Services has an active Placement Type in their IEP.	<ul style="list-style-type: none"> ▪ The Case Manager should check the IEP and update it, if needed. ▪ Open the transportation request. ▪ Click the <i>OK</i> button to refresh.
Lacks Homeless Indicator	Trans Type XH was selected, but student does not have Homeless Program selected in SIM.	<ul style="list-style-type: none"> ▪ Check the student Homeless Program indicator in SIM, and correct if wrong. ▪ Open the transportation request. ▪ Click the <i>OK</i> button to refresh.
Lacks Primary Disability	The system checks in SSM to validate that a student receiving Specialized Services has a Primary Disability in their IEP.	<ul style="list-style-type: none"> ▪ The Case Manager should check the IEP, and update it as needed. ▪ Open the transportation request. ▪ Click the <i>OK</i> button to refresh.
Lacks Required Program Participation	The system checks in SIM that an Options student's Homeroom Number is associated with an eligible program.	<ul style="list-style-type: none"> ▪ Check the student Homeroom in SIM, and correct if wrong. ▪ Open the transportation request. ▪ Click the <i>OK</i> button to refresh.
Lacks Transportation as a Related Service	The system checks in SSM to validate that a student receiving Specialized Services has <i>Transportation</i> indicated as a <i>Related Service</i> in their IEP.	<ul style="list-style-type: none"> ▪ The Case Manager should check the IEP, and update it as needed. ▪ Open the transportation request. ▪ Click the <i>OK</i> button to refresh.
Pickup Type Ineligible	<p><i>SE/SW</i> Trans Type requires a HOME Pick-Up Type (no Pick-Up Location necessary).</p> <p>Homeless, NCLB, or Options students are required to have a SITE <i>Pick-Up Type</i> and select a School Name in <i>Pick-Up Location</i>.</p>	<ul style="list-style-type: none"> ▪ Open the transportation request ▪ Change the <i>Pick-Up Type</i> (and <i>Pick-Up Location</i>, if required) ▪ Click the <i>OK</i> button.



Error Message	Explanation	Next Steps
School year for Entry Date is not supported	Entry Date selected in the transportation request is outside of the current school year.	<ul style="list-style-type: none"> Open the transportation request. Select a new Entry Date/Year. Click the <i>OK</i> button to refresh.
Student address coordinates not found	Student's home address is not recognized by SIM.	<ul style="list-style-type: none"> Call the ITS Service Desk at 553-3925.
Student address is incomplete or invalid	The student's home address in SIM is incorrect.	<ul style="list-style-type: none"> Check the student address in SIM, and correct if wrong. Open the transportation request. Click the <i>OK</i> button to refresh.
Student attends Zone School	Student lives less than 1.5 miles from the school.	<ul style="list-style-type: none"> Homeless students may ask the school for CTA or reimbursement. Parent may apply for a Safety Hazard exception.
Student eligible under alternate trans type	The system has checked SSM and the student should be entered with a Trans Type of SE or SW.	<ul style="list-style-type: none"> Open the transportation request. Change the Trans Type to SE or SW. Click the <i>OK</i> button to refresh.
Student grade level not eligible	Student grade level does not fall within the rules set by the Board for the particular program.	<ul style="list-style-type: none"> Check the student's grade level in SIM, and correct if wrong. Open the transportation request. Click the <i>OK</i> button to refresh.
Student lives beyond maximum distance	Student's home address does not fall within the boundaries set by the Board for the particular program	<ul style="list-style-type: none"> Check the student address in SIM, and correct if wrong. Open the transportation request. Click the <i>OK</i> button to refresh.
Student lives within minimum distance	Student's home address does not fall within the boundaries set by the Board for the particular program (less than 1.5 miles)	<ul style="list-style-type: none"> Check the student address in SIM, and correct if wrong. Open the transportation request. Click the <i>OK</i> button to refresh.
Student Zone School cannot be determined	Student's home address does not map to a Zone School.	<ul style="list-style-type: none"> Check the student address in SIM, and correct if wrong. Open the transportation request. Click the <i>OK</i> button to refresh.
Trans type not valid for enrolled school	No eligible program at that school for the Trans Type selected.	<ul style="list-style-type: none"> Call Student Transportation Services at 773-553-2860, stutran@cps.edu
Unsupported transportation type	Failed to select a Trans Type in the SIM transportation request.	<ul style="list-style-type: none"> Open the transportation request. Select a <i>Trans Type</i>. Click the <i>OK</i> button to refresh.