

AFTER SCHOOL TUTORING PROGRAMS

Follow these steps when requesting transportation for an After School Tutoring Program. Please understand that the available hours for this type of request are the same as for any other field trip.

- Complete a Field Trip Request Form (ET105) available online at <https://intranet.ocps.net/cms/One.aspx?portalId=125187&pageId=1732224>.
- All Field Trip Requests (ET105) must first be emailed to the appropriate routing specialist for your school to create a bus route. A complete list of approved students, including addresses and telephone numbers, must be attached to the request.
- Once the route has been created and assigned, Routing will forward the information to the Field Trip Office who will then enter the field trip request into WNA with a start date.
- A minimum of 10 days is required to establish the route.

Step 1 – Student List

Please provide an excel spreadsheet to your school's routing specialist of all names, addresses and phone numbers of all students participating in the program for which you wish to receive transportation.

Step 2 – Field Trip Request (ET105) and Student List

Email both documents to your school's routing specialist. A list of schools and their assigned routing specialists can be found online at <https://intranet.ocps.net/cms/One.aspx?portalId=125187&pageId=1732224>. When completing the ET105, make sure to identify days of the week, pick-up time, and start and stop dates and cost center to be billed. If no cost center is identified, the general school fund will be charged.

Step 3 – Bus Route Creation

With the information received, the routing specialist will develop the appropriate bus route. Once the route is created, they will forward to the Field Trip Office for driver assignment, notation and billing purposes.

This process takes approximately ten (10) days to complete. Requests along with student lists **MUST** be received no less than 10 days prior to the program start date.