



## Using the Non Public Summer School and Fall Reconciliation Application

This application is used by non-public schools to update OPT with the following information regarding their students using door to door transportation:

- Summer School program information and students attending summer sessions
- Students that require door to door transportation that will be returning to your school in the fall
- Students that require door to door transportation that will not be returning to your school

### **Summer School**

If your school will have a summer session

**First** you will first enter information about your program

1. Dates of your summer program
2. Session times
3. Contact information

**Next** you will enter information about each student

1. Attending summer program
2. Not attending summer program

**Summer information must be completed by May 25**

### **Eligibility for Summer Transportation**

OPT provides transportation for summer programs only to students with 12-month IEPs. OPT will not assign routes to students with 10-month IEPs if you request service for them.

**If you have a question about the status of a particular student, contact your CSE to confirm their IEP information or request a change.**

### **Newly enrolled students beginning at your school in the summer**

Complete an OPT 77 form and submit to OPT to have the student assigned a bus route for the summer program. Contact your OPT Borough Director or Account manager to request a copy of the OPT 77 form.

### **Information for Fall**

If your school will not have a summer session, you will proceed directly to review student data to complete the fall reconciliation process

For each student displayed, you will click one of the following boxes

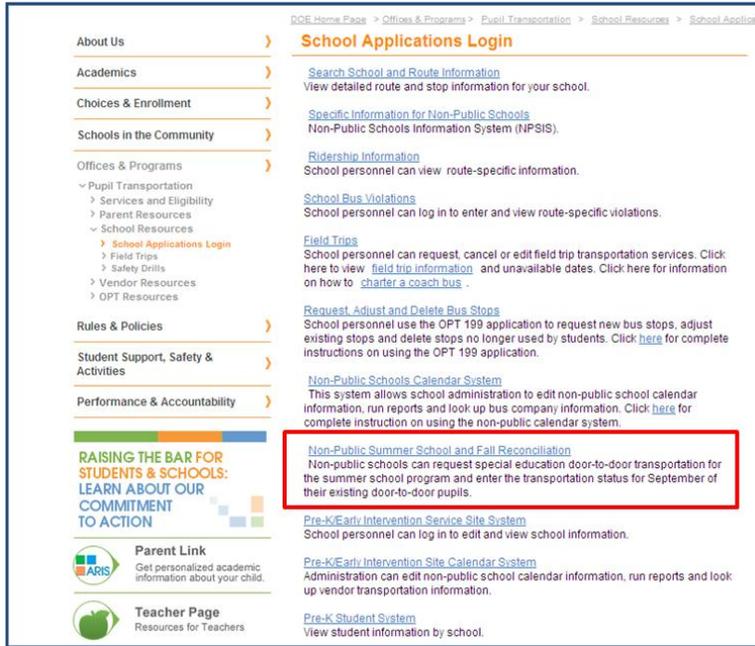
1. Student will return to the school in the fall
2. Student will not return to the school in the fall

**Fall information must be completed by June 27**

**If a student will not be returning to your school in the fall, you may alert the CSE to ensure the student receives placement if needed for September.**

**Access the application from the OPT Web site: School Applications Log In**

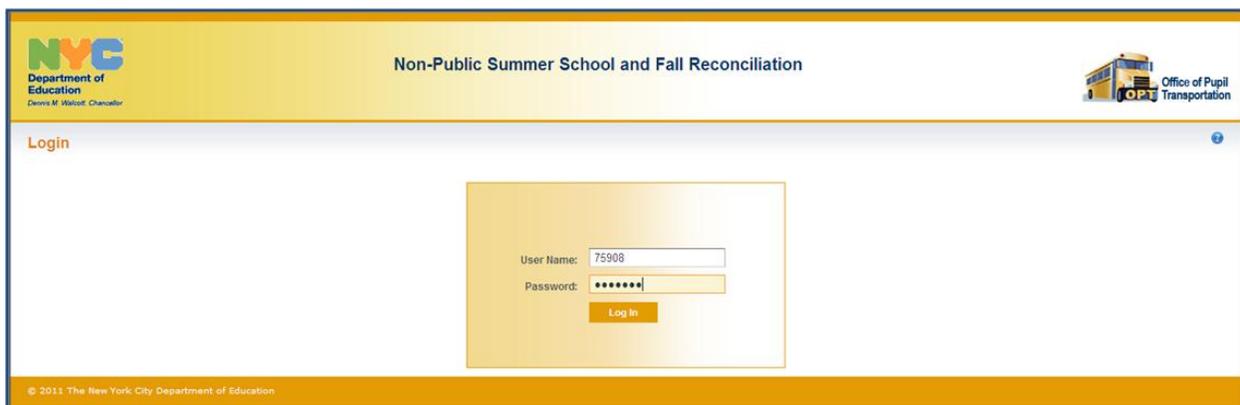
<http://schools.nyc.gov/Offices/Transportation/SchoolResources/SchoolApplicationsLogin/default.htm>



The screenshot shows the 'School Applications Login' page. The left sidebar contains a navigation menu with categories like 'About Us', 'Academics', 'Choices & Enrollment', 'Schools in the Community', 'Offices & Programs', 'Rules & Policies', 'Student Support, Safety & Activities', and 'Performance & Accountability'. Under 'Offices & Programs', there is a sub-menu for 'Pupil Transportation' which includes 'Services and Eligibility', 'Parent Resources', 'School Resources', and 'OPT Resources'. The 'School Applications Login' link is highlighted in orange. The main content area lists various services such as 'Search School and Route Information', 'Ridership Information', 'School Bus Violations', 'Field Trips', 'Request, Adjust and Delete Bus Stops', 'Non-Public Schools Calendar System', and 'Non-Public Summer School and Fall Reconciliation'. The 'Non-Public Summer School and Fall Reconciliation' link is highlighted with a red box. At the bottom, there are links for 'Parent Link' and 'Teacher Page'.

**Click the link Non-Public Summer School and Fall reconciliation**

<http://www.opt-osfns.org/opt/sch/NPSummerFall/login.aspx>



The screenshot shows the login page for the 'Non-Public Summer School and Fall Reconciliation' application. The page features the NYC Department of Education logo on the left and the 'Office of Pupil Transportation' logo on the right. The main heading is 'Non-Public Summer School and Fall Reconciliation'. Below the heading is a 'Login' section with a form containing a 'User Name' field (with the value '75908'), a 'Password' field (with masked characters), and a 'Log In' button. The footer contains the copyright notice: '© 2011 The New York City Department of Education'.

Log in using your school's shared username and password. You will be directed to main page to the reconciliation application.

**For this application only**, Charter Schools will enter their **OPT code** as the username and use the same password as other OPT applications.

**Reading the main screen:**



**NYC**  
Department of  
Education  
*Dennis M. Walcott, Chancellor*

**Non-Public Summer School and Fall Reconciliation**

Edit School Info   Edit Students Info   Reports   Log Off

**Edit School Information**

Update Summer School session times and dates below.

School Information will be displayed here

1.  Please check if school **does not** require Door to Door Transportation this Summer

2. Enter Contact Name:  Enter E-mail:

3. Enter Start Date:  Enter End Date:

4. Enter Start Time:  :  AM Enter End Time:  :  PM

Save

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**If your school has a summer program**

Complete the required information

1. Contact name: the person that OPT can contact with questions about your summer program
2. Email: Email address for the contact person
3. Start date: the first day of service for your summer program
4. End date: the last day of service for your summer program
5. Start Time: the time your program begins each day
6. End Time: the time your program ends each day



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**Non-Public Summer School and Fall Reconciliation**

Edit School Info   Edit Students Info   Reports   Log Off

**Edit School Information**

Update Summer School session times and dates below.

School Information will be displayed here

1.  Please check if school **does not** require Door to Door Transportation this Summer

2. Enter Contact Name:  Enter E-mail:

3. Enter Start Date:  Enter End Date:

4. Enter Start Time:  :  AM Enter End Time:  :  PM

Save

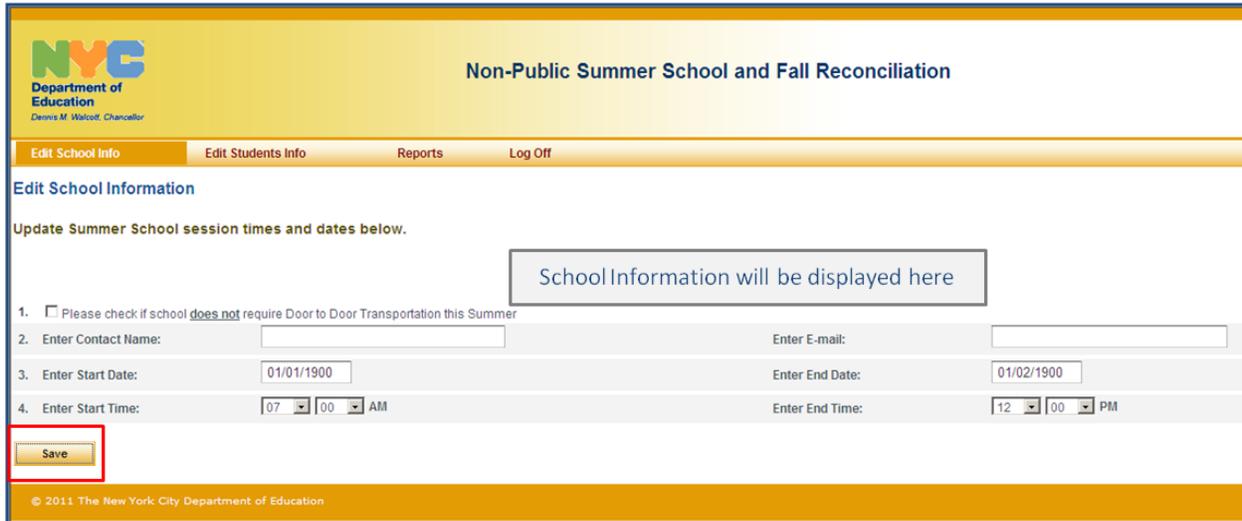
© 2011 The New York City Department of Education

**Click the Save button**

- Click Edit Student Info at the top of the page to identify which students require transportation for the summer

**If your school does not have a summer program**

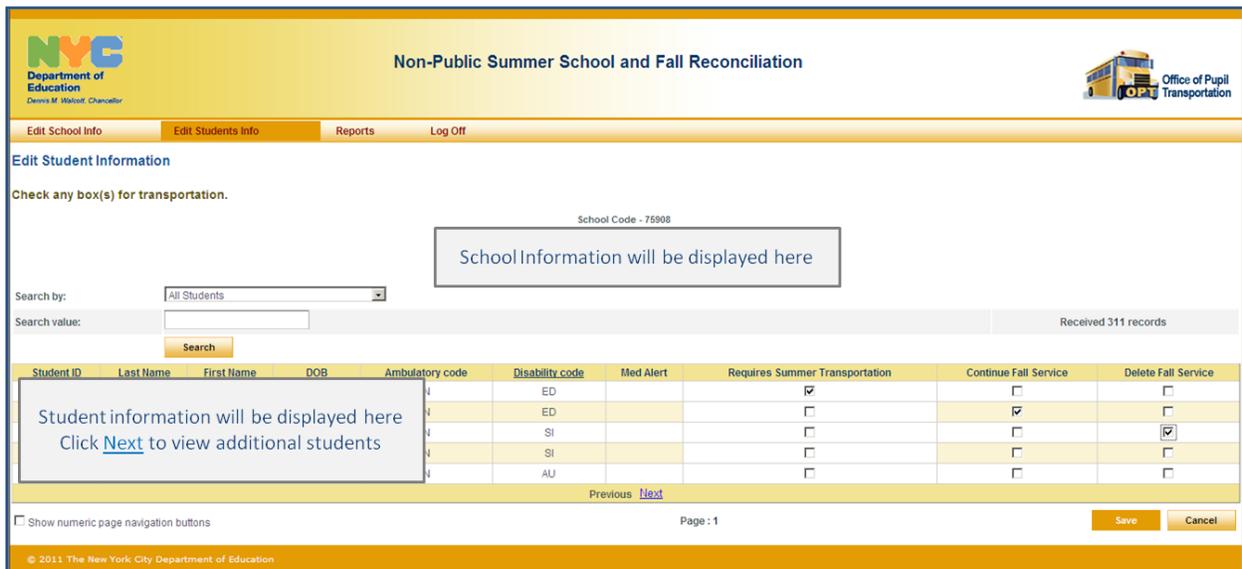
Check the box “Please check if school **does not** require Door to Door Transportation this Summer”



**Click the Save button**

- Click Edit Student Info at the top of the page to enter information about transportation for the upcoming school year

**Editing Student Information**



| Student ID | Last Name | First Name | DOB | Ambulatory code | Disability code | Med Alert | Requires Summer Transportation      | Continue Fall Service               | Delete Fall Service                 |
|------------|-----------|------------|-----|-----------------|-----------------|-----------|-------------------------------------|-------------------------------------|-------------------------------------|
|            |           |            |     |                 | ED              |           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
|            |           |            |     |                 | ED              |           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|            |           |            |     |                 | SI              |           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
|            |           |            |     |                 | SI              |           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
|            |           |            |     |                 | AU              |           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

Each student currently receiving door to door transportation to your school will be displayed



For each student complete the following:

**Summer**

1. Check the box if the student **Requires Summer Transportation**  
*(This option will not be viewable if your school does not have a summer program)*

**Entries for summer transportation must be completed by May 25**

**Fall**

1. Click the box **Continue Fall Service** if the student will be returning to your school in the fall
2. Click the box **Delete Fall Service** if the student will not be returning to your school in the fall

**Entries for fall transportation must be completed by June 27**

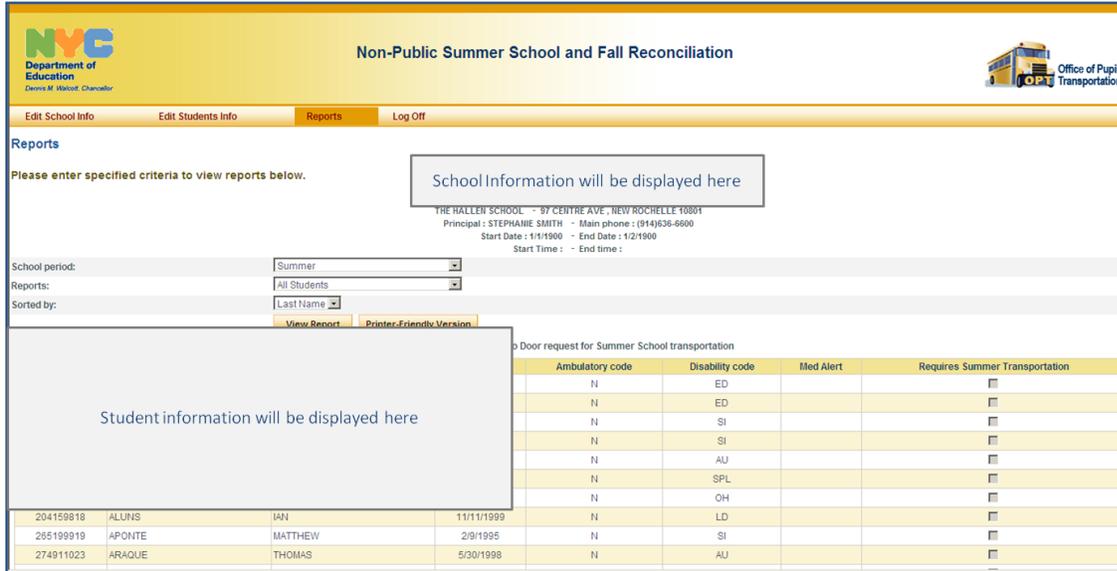
Click the **Save** button at the bottom of each after completing your entries  
Click **Next** to view the next page: Complete the process for all students

**Report Functions**

After completing your updates you can view or print reports to save for your records

1. Select Summer or Fall
2. Choose the type of report to view:  
Summer: Three choices
  1. All students
  2. Students required transportation
  3. Students not required transportationFall: One choice
  1. All students
3. Choose how you would like the information displayed
  - By student ID number
  - By last name
  - By first name

Select printer-friendly version to print



**Non-Public Summer School and Fall Reconciliation**

Office of Pupil Transportation

Edit School Info Edit Students Info **Reports** Log Off

**Reports**

Please enter specified criteria to view reports below.

School Information will be displayed here

THE HALLETT SCHOOL - 87 CENTRE AVE., NEW ROCHELLE 10801  
Principal : STEPHANIE SMITH - Main phone : (914)636-6600  
Start Date : 1/1/1900 - End Date : 1/2/1900  
Start Time : - End time :

School period: Summer  
Reports: All Students  
Sorted by: Last Name

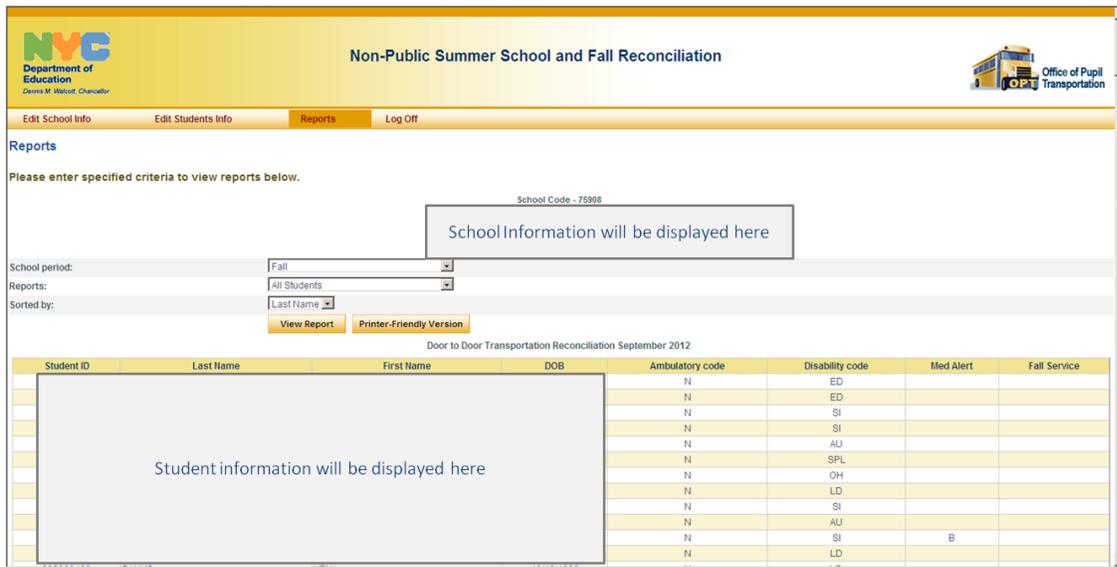
View Report Printer-Friendly Version

Door request for Summer School transportation

| Ambulatory code | Disability code | Med Alert | Requires Summer Transportation |
|-----------------|-----------------|-----------|--------------------------------|
| N               | ED              |           | <input type="checkbox"/>       |
| N               | ED              |           | <input type="checkbox"/>       |
| N               | SI              |           | <input type="checkbox"/>       |
| N               | SI              |           | <input type="checkbox"/>       |
| N               | AU              |           | <input type="checkbox"/>       |
| N               | SPL             |           | <input type="checkbox"/>       |
| N               | OH              |           | <input type="checkbox"/>       |
| N               | LD              |           | <input type="checkbox"/>       |
| N               | SI              |           | <input type="checkbox"/>       |
| N               | AU              |           | <input type="checkbox"/>       |

Student information will be displayed here

| Student ID | Last Name | First Name | DOB        | Ambulatory code | Disability code | Med Alert | Requires Summer Transportation |
|------------|-----------|------------|------------|-----------------|-----------------|-----------|--------------------------------|
| 204159818  | ALLUIS    | IAN        | 11/11/1999 | N               | LD              |           | <input type="checkbox"/>       |
| 265199919  | APONTE    | MATTHEW    | 2/9/1995   | N               | SI              |           | <input type="checkbox"/>       |
| 274911023  | ARAOUE    | THOMAS     | 5/30/1998  | N               | AU              |           | <input type="checkbox"/>       |



**Non-Public Summer School and Fall Reconciliation**

Office of Pupil Transportation

Edit School Info Edit Students Info **Reports** Log Off

**Reports**

Please enter specified criteria to view reports below.

School Code - 75908

School Information will be displayed here

School period: Fall  
Reports: All Students  
Sorted by: Last Name

View Report Printer-Friendly Version

Door to Door Transportation Reconciliation September 2012

| Student ID | Last Name | First Name | DOB | Ambulatory code | Disability code | Med Alert | Fall Service |
|------------|-----------|------------|-----|-----------------|-----------------|-----------|--------------|
|            |           |            |     | N               | ED              |           |              |
|            |           |            |     | N               | ED              |           |              |
|            |           |            |     | N               | SI              |           |              |
|            |           |            |     | N               | SI              |           |              |
|            |           |            |     | N               | AU              |           |              |
|            |           |            |     | N               | SPL             |           |              |
|            |           |            |     | N               | OH              |           |              |
|            |           |            |     | N               | LD              |           |              |
|            |           |            |     | N               | SI              |           |              |
|            |           |            |     | N               | AU              |           |              |
|            |           |            |     | N               | SI              | B         |              |
|            |           |            |     | N               | LD              |           |              |

Student information will be displayed here

## Support and Assistance

1. Contact your OPT Borough Director or Account Manager if you have any questions about transportation for your school
2. Contact OPT Training if you need assistance or have a question about using the application