

Transportation Accommodations Referral and Approval Process in SESIS

Step	Action
1.	Select OSH Physician Review: Transportation Accommodation from the Create New Document dropdown.
2.	Click the Go button.
3.	The only section to be completed by the IEP Team is the Recommended Accommodation section.
4.	Click the dropdown to select the Recommendation Accommodation .
5.	For this example, click to select Air Conditioning .
6.	The remainder of this form is completed by a DOE Representative (Transportation Liaison, CFN, CSE) after a member of the IEP Team sets the status to Review.
7.	Click the Save, Done Editing button.
8.	Click the link to change document status to REVIEW if this document is ready for OSH Physician Approval. Use the Fax cover sheet to Fax in a completed HIPA form as well as a Request for Medical Accommodations completed by the student's physician.
9.	It is recommended that the IEP Team sends a notification message to the DOE Representative when this form is ready to be reviewed.
10.	Click the Accept button.
11.	Click the OK button.
12.	This concludes the lesson on completing the OSH Physician Review: Medical Requests for Transportation Accommodations form. End of Procedure.

ADAPTED FROM: SESIS- Transportation Accommodations Referral and Approval Process