



Department of Education

Technical Guide: FY26 IDEA State Special School Transportation Reimbursement



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Introduction

State Special Schools (SSS) Transportation Reimbursement Request amounts vary annually based on funding availability, local educational agencies (LEAs) flow-through, discretionary carry-over, and other funding sources made available to LEAs.

IDEA State Special Schools Transportation Reimbursement Requests will be reimbursed as funding is available. For the school year 2025-26, the department will reimburse approved requests at a percentage until funds

are exhausted. This reimbursement request is not considered IDEA High Cost.

If an individual student reimbursement request meets the federal definition of IDEA High Cost, the LEA should utilize that reimbursement application. If requesting reimbursement, the LEA must choose either the **IDEA State Special School Transportation Reimbursement Request** or **IDEA Part B High-Cost Reimbursement Request** for the special needs student, with assurances that only one application is being utilized for SY 2025-26.

IDEA State Special School Transportation Reimbursements for these general-purpose special education expenditures will affect the LEA's Maintenance of Effort (MOE), and this impact must be considered by the LEA before applying. **Each LEA must ensure they have enough special education expenditures for the 2025-26 school year without the application's expenditure amount being requested through the State Special Schools reimbursements request process.**

The State Special Education Expenditure Report (SSEER) cannot include transportation expenditures that have been reimbursed from IDEA funds. If the LEA's total state and local special education expenditures, after deducting the potential reimbursement amount, are not enough to meet the MOE compliance test, the LEA cannot apply for transportation reimbursement.

For example, if the LEA's fiscal year (FY) 2026 SSEER expenditures will be \$2,500,000 before the transportation reimbursement, and their FY2025 MOE expenditure total was \$2,250,000, then the LEA could not submit more than \$250,000 special education transportation expenses for reimbursement.

The Tennessee State Special Schools are the West Tennessee School for the Deaf in Jackson, the Tennessee School for the Blind in Nashville, and the Tennessee School for the Deaf locations. Students attend State Special Schools by placement via Individual Education Program (IEP) team decisions. The LEA is responsible for the cost of transportation for students to attend these schools. These costs may include bus transportation, transportation by parent, and associated costs of transportation by general purpose funds and not already paid for by an existing TDOE contract.

The percentage of reimbursement for IDEA State Special School Transportation will be determined based on the available money in the state set-aside discretionary pool for the respective school year and the total amount approved by all LEAs for this request. Approval will be determined after a review of the IEP(s) and the required supporting documentation for eligible transportation expenditures.

The FY26 State Special School (SSS) Transportation Reimbursement tool can be accessed through the Tennessee Department of Education's online grants management platform, ePlan.tn.gov.

ePlan User Access

All users must have the correct ePlan user access role to access and complete the FY26 SSS Transportation tool. Users with existing ePlan access can verify current user access roles in the Address Book. To view existing access, visit [ePlan](#) and navigate to the **Address Book** and **LEA Role**.

New ePlan users and existing ePlan users who need to request a User Access role must request the additional role using the appropriate **ePlan User Access Form**. Access the form by navigating to [ePlan > TDOE Resources > 1. User Access Forms](#) and select the correct form according to organization type, or click on the link below:

- [ePlan User Access Form for LEAs](#)

Users do not need to log in to ePlan to access *TDOE Resources* in ePlan. Follow the instructions on the *User Access Form*, then email the completed form to ePlan.Help@tn.gov to request additional access roles. User access requests may take up to two business days to process. Users will receive an email reply when access has been granted.

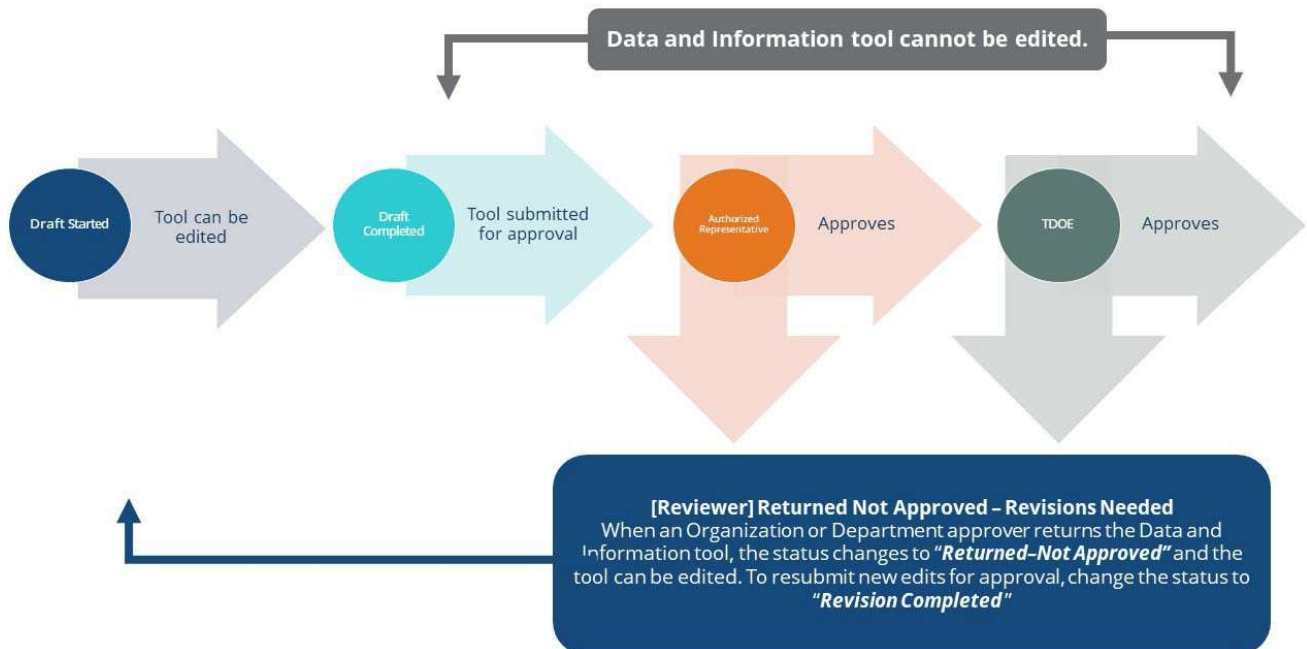
IDEA Directors who had existing roles in ePlan prior to July 2025 were grandfathered in with the new State Special School Transportation role.

Workflows

Below are the roles and the order of the workflow steps for the data and information process. These roles and the workflow may vary slightly for specific programs.

ePlan Role	ePlan Function
LEA IDEA SSS Transportation Reimbursement Director	Click Draft Started (or Revision Started for revisions) Respond to questions, upload files, etc.
LEA IDEA SSS Transportation Reimbursement Director	Click Draft Completed (or Revision Completed for revisions)
LEA Authorized Representative (Director of Schools)	Click LEA Authorized Representative Approved (or LEA Authorized Representative Not Approved)
TDOE IDEA SSS Transportation Reimbursement Consultant (Department project consultants)	Click TDOE IDEA SSS Transportation Reimbursement Consultant Reviewed (or TDOE IDEA SSS Transportation Reimbursement Consultant Returned)
TDOE IDEA SSS Transportation Reimbursement Director (Department project directors)	Click TDOE IDEA SSS Transportation Reimbursement Director Approved (or TDOE IDEA SSS Transportation Reimbursement Director Returned Not Approved)

After each status change, ePlan automatically sends a notification email to all users in the LEA who have the ePlan role in the next step in the process. State Special School Transportation reimbursements cannot be allocated to the LEA until approval is received from the Tennessee Department of Education (the department) Program Director. This approval status means there is a potential to pay submissions requested by the LEA.



Accessing the Data and Information Tool

To navigate to applications from the ePlan homepage, click the **Data and Information** tab on the left menu bar.

Note: For users with ePlan roles for multiple organizations, return to [ePlan](#) home to select the correct organization before proceeding to Data and Information.

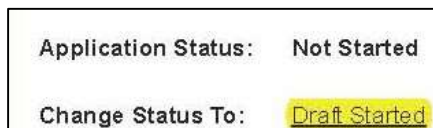


Select the desired fiscal year from the dropdown in the upper left corner of the screen. Data and information tools are stored in ePlan according to the state fiscal year (i.e., 2026 indicates the 2025–26 school year). Click on the [Data and Information](#) tool name link: **IDEA State Special School Transportation Reimbursement** to access the tool. The **IDEA State Special School Transportation Reimbursement will be in the Fiscal Year 2026.**

A screenshot of the ePlan application interface. The top navigation bar shows 'Data and Information' selected. Below it is a dropdown menu for the fiscal year, currently set to '2026'. A table lists various applications with columns for 'Application Name', 'Revision', 'Status', and 'Status Date'. The 'IDEA State Special School Transportation Reimbursement' application is highlighted in yellow.

Application Name	Revision	Status	Status Date
Academic Special Courses	0	Not Started	1/15/2026
APR Local Determination Acknowledgment Form	0	Not Started	2/18/2026
Carryover and Excess Funds Review	1	Revision Started	10/1/2025
Coordinated School Health Action Plan	1	TDOE Coordinated School Health Action Plan Director Approved	1/7/2026
CLE Special Programs of Study	0	Not Started	1/15/2026
Data Report for Students with Disabilities	0	TDOE Data Report for Students with Disabilities Director Approved	11/25/2025
ESSEF Reporting and Recording Federal Interest	0	TDOE Director Approved	1/14/2026
Federal Program Waiver Request	0	Not Started	9/11/2025
Grant Award Notifications	0	Not Started	8/6/2025
IDEA Help Card	0	Not Started	2/18/2026
IDEA Parentally Placed Non-Public School Reserve Calculation	0	TDOE Director Approved	1/5/2026
IDEA State Special School Transportation Reimbursement	0	Not Started	2/18/2026

The IDEA State Special School Transportation Reimbursement tool loads to the [Sections](#) page. To begin completing the tool, next to **Change Status To:** click on **Draft Started**.



IDEA SSS Transportation Sections and Pages

The Sections page lists all the available sections and pages within the FY26 IDEA SSS Transportation tool. The Sections page helps navigate to the specific sections and pages that must be completed.

IDEA State Special School Transportation Reimbursement Sections

██████████ - FY 2026 - IDEA State Special School Transportation Reimbursement - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Feb 18 2026 10:37AM.

Status: **Not Started**

Change Status To: [Draft Started](#)

[View Change Log](#)

Delete this Data and Information Revision

Description ([View Sections Only](#) [View All Pages](#))

All

History Log

- [History Log](#)
- [Create Comment](#)

IDEA State Special School Transportation Reimbursement

- [Overview and Instructions](#)
- [Cover Page](#)
- [IDEA State Special School Transportation Reimbursement \(Ages 3-21\)](#)
- [Related Documents](#)
- [Assurances](#)

Checklist

- [IDEA State Special School Transportation Reimbursement Checklist](#)

All

Change Log

The *Change Log* may be accessed on the main sections page of the IDEA SSS Transportation tool. It lists every change or update since the previous status. This helps users identify changes that have been made to the IDEA SSS Transportation tool since they last viewed it. More information about the *Change Log* is available in the [ePlan User Manual](#).

Sections

Public District - FY - Program - Rev 0

Application Status: **Not Started**

Change Status To: [Draft Started](#)

[View TDOE History Log](#)

[View Change Log](#)

Description ([View Sections Only](#) [View All Pages](#))

History Log and Create Comment

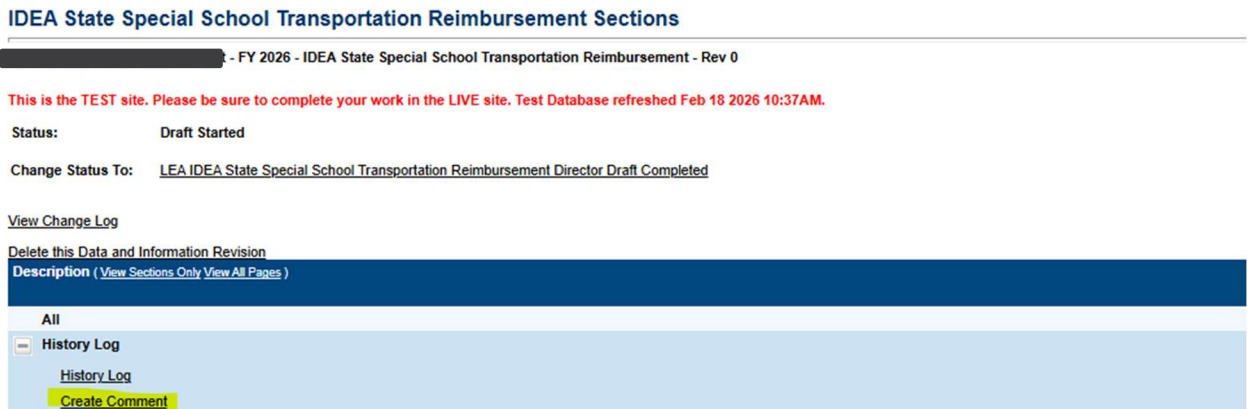
The *History Log* contains a record of status changes and comments made on the IDEA SSS Transportation tool. ePlan users may want or need to create a comment in an ePlan IDEA SSS Transportation tool for one of the following reasons:

- To explain a part of the IDEA SSS Transportation tool history.
- To provide information that a user cannot add to the IDEA SSS Transportation tool due to the IDEA SSS Transportation tool's current status (users can only edit data and information tools that are in a *Draft Started* or *Revision Started* status).

ePlan creates a running record of all comments. Any comment created and saved in the IDEA SSS Transportation tool will always be available as part of its history log.

To add a Comment in the IDEA SSS Transportation Tool:

1. Navigate to the IDEA SSS Transportation tool's main Sections page.
 - To navigate to the main IDEA SSS Transportation tool page from other pages in the IDEA SSS Transportation tool, click **Save And Go To** and **Sections**.
2. Select **Create Comment** from under the *History Log* on the main section page, as highlighted in the screenshot below, to navigate to the *Create Comment* page.



3. On the Create Comment page, type your comment in the box.
4. If desired, a hyperlink can be inserted in a comment by clicking the

hyperlink icon.

5. To send an email notification of this comment to recipients, check the box next to **Send Email to ePlan Contacts** below the main comment box.
 - Sending an email notification is not required to create the comment.
 - If no email notification is needed, click **Save and Go To** to exit the page. The comment is now a part of the IDEA SSS Transportation tool *History Log* for everyone to view.
6. **To send an email notification:** Select the recipients to receive notification of the comment from the lists provided and then click **Add**.

Available Contact Groups

LEA Contacts by Funding Application	Available if a contact is selected on the application's contact page. Not all funding applications have contacts on the contact page.
LEA Contacts by Role	Current users with the applicable role
Other LEA Contacts	Additional contacts for an LEA
TDOE Contacts	State users who can complete various ePlan functions.
TDOE Miscellaneous Contacts	Lists every State ePlan User by name
Additional Recipients	Allows you to type in any additional email addresses manually

- It is a good practice to send a copy of your comment to yourself to let you know when the message has been delivered.
1. The *Recipient Summary* shows who will receive the email.
 2. Clicking **Save And Go To** will send the comment notification.
 3. Comments with email notifications can be accessed from the *Inbox* on your ePlan tab in addition to the *History Log* of the IDEA SSS Transportation tool.

Overview and Instructions

The overview and instructions page explains the IDEA SSS Transportation Reimbursement program and provides instructions for completing the SSS Transportation tool in ePlan. A link to the technical guide is located here as well.

An acknowledgment confirmation box must be checked here for any submissions.

Overview and Instructions

IDEA State Special School Transportation Reimbursement - Rev 0
This is the TEST site. Please be sure to complete your work in the LIVE site. Test Database refreshed Feb 16 2025 10:37AM.

Go To

IDEA State Special Schools Transportation Reimbursement Request 2025-26
State Special Schools Transportation Reimbursement Request amounts vary annually based on funding availability, LEA fowthrough, discretionary carry-over, and other funding sources made available to LEAs.
The disbursement of IDEA State Special Schools Transportation Reimbursement Requests will be reimbursed as funding is available. For the school year 2025-26, the department will reimburse approved requests at a percentage until funds are exhausted.
This reimbursement request is not considered IDEA High Cost. If an individual student reimbursement request meets the federal definition of IDEA High Cost, the LEA should utilize that reimbursement application. The LEA must choose either the IDEA State Special School Transportation Reimbursement Request or IDEA Part B High Cost Reimbursement Request for the special needs student with assurances that only one application is being utilized for SY 2025-26.
IDEA State Special School Transportation Reimbursements for these general purpose special education expenditures will affect LEA maintenance of effort and must be considered by the LEA before applying. The LEA will need to assure they have enough special education expenditures for SY 2025-26 without the application's expenditure amount.

Eligible Category Defined
The Tennessee State Special Schools are the West Tennessee School for the Deaf in Jackson, Tennessee School for the Blind in Nashville, and the Tennessee School for the Deaf locations. Students attend State Special Schools by placement via Individual Education Program (IEP) team decisions. The LEA is responsible for the cost of transportation for the student to attend these schools. These costs may include bus transportation, transportation by parent, and associated costs of transportation paid by general purpose funds and not already paid for by an existing TDOE contract.
The percentage of reimbursement for IDEA State Special School Transportation will be determined based on the available money in the state set-aside discretionary pool for the respective school year and the total amount approved by all LEAs for this request. Approval will be determined after a review of the IEP(s) and the required supporting documentation for eligible transportation expenditures.

Resources
[Click here to open the technical guide.](#)

Cover Page

The Cover Page requires LEAs to enter general organization information and contact information for the IDEA SSS Transportation Reimbursement program points of contact.

Local Educational Agency Details * LEA Number <input type="text"/> * LEA Name <input type="text"/>
IDEA State School Special Transportation Reimbursement Point of Contact * IDEA State School Special Transportation Reimbursement Point of Contact Name <input type="text"/> * IDEA State School Special Transportation Reimbursement Point of Contact Email Address <input type="text"/> * IDEA State School Special Transportation Reimbursement Point of Contact Phone Number <input type="text"/>
Resources Click here to open the technical guide.

Once all fields are complete, hover over the **Save and Go To** button and click on **Sections** to return to the Sections page.

IDEA State Special School Transportation Reimbursement (Ages 3-21) Page

When applying for State Special Schools Transportation reimbursement, LEAs will utilize the application in ePlan and provide all documentation to support the reimbursement request.

Allowable expenditures for determining reimbursement for State Special Schools Transportation must be found in the IEP for the school year date range:

- **Special transportation to/from a Tennessee State Special School**

Tennessee Department of Education State Special Schools include Tennessee School for the Blind (TSB), Tennessee School for the Deaf (TSD), and West Tennessee School for the Deaf (WTSD).

Non-allowable expenditures for the FY26 State Special Schools Transportation Reimbursement Request:

- **Expenditures for expenses other than those related to transportation cost.**

If there are considerable costs other than transportation when submitting the student and can be directly attributable, then it may be better to seek reimbursement outside this application. LEAs can request IDEA high-cost reimbursement for these IEP placed students if the student also meets having enough direct general purpose expenditures of three times the state's average per pupil expenditures of \$41,598. These must be costs associated with the students placed in state special schools not already paid by the state. If requesting reimbursement, the LEA must choose either the IDEA State Special School Transportation Reimbursement Request or the IDEA Part B High-Cost Reimbursement Request for the special needs student, with assurances that only one application is being utilized for the high-need student for the 2025-26 school year. Disapproval of the submission will occur if this student is also in the IDEA High-Cost FY26 application.

When applying for SSS Transportation Reimbursement, LEAs will not be capped at the number of student submissions. The reimbursement percentage amount paid for the IDEA State Special School Transportation Reimbursement will be determined based on the available money in the state set-aside discretionary pool for the respective school year and the total amount approved by all LEAs requesting an approvable amount.

Approval will be determined after a review of the IEP(s) and the required supporting documentation for eligible transportation expenditures.

For each IDEA Special State School student, provide the following:

- State student ID
- Student date of birth

- State Special School
- The disability/ies documented on the student's IEP
- The IEP date(s) for the services provided in Related Documents
- Documentation of total General Purpose expenditures incurred by the LEA (for up to five services)
 - o The service types
 - o The service frequency
 - o The service time period
 - o The service expenditure

Please enter the most appropriate expense type for the travel expense description. Then enter the expenditure amount for each student for each type.

For the supporting documentation template page that summarizes the general purpose direct expenditures, the LEA must use the appropriate provided tab (SSS Transportation Request) to help summarize their supporting financial documentation. Fill out the tab to help summarize the associated direct transportation costs for the student submission. The template provides examples of how it can be filled out. After submission, a review will be done utilizing the IEP(s), Supporting Document Template Page, and Supporting Documentation to verify all requested reimbursements for expenditures. Failure to provide adequate documentation can result in denial or partial award of a LEA's qualifying reimbursement amount for the high-cost student.

Note: There should be three uploads for each student submission in the related documents.

High-Cost Students Placed and Served by the LEA

student, provide:

- State Student ID
- Student date of birth
- School attended in 2025-26
- The disability/ies documented on the student's IEP
- The IEP date for the services provided
- Whether the student was reported on the Dec. 1, 2024, census
- Justification for Extremely High-Cost Services
- Documentation of total General-Purpose expenditures incurred by the LEA (for up to five services)
 - o The service types
 - o The service frequency
 - o The service time period
 - o The service expenditure

- ePlan auto-calculates the total student expenditure for each student.
- Enter the General-Purpose Funds per-pupil expenditure copied from above.
- If the student was counted in the **Dec. 1, 2024**, census, click the box in the column of the submission page.
- Click the box whether “Was the student aged 3-5 on **Dec. 1, 2025?**” *or* “Was the student aged 6-21 on **Dec. 1, 2025?**”

ePlan auto-calculates the sum of all student expenditures for the type 3 high-cost student and the sum after the deductions for general purpose per pupil and federal per pupil.

For the supporting documentation template page that summarizes the general-purpose direct expenditures, the LEA must use the appropriate provided tab (Type 3 Private Placement or Type 3 Other IDEA High Cost) to help summarize their supporting financial documentation. A review will be done utilizing the IEP(s), Supporting Document Template Page, and Supporting Documentation in order to verify all requested reimbursements for expenditures. Failure to provide adequate documentation can result in denial or partial award of a LEA's qualifying reimbursement amount for the high-cost student.

Note: Do not submit more high-cost students than the maximum allowable for the LEA. If the LEA's maximum is two, the LEA may only submit at most two submissions, regardless of type.

Related Documents

The **Related Documents** pages allow users to upload external related documents. For each priority category where the LEA seeks reimbursement, the LEA must upload supporting documentation for each service for each student. *Include the IEP service page(s) as part of the documentation submitted.*

Related Documents

2026 - IDEA State Special School Transportation Reimbursement - Rev 0

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Go To

Type	Document Template	Optional Documents	Document/Link
(IDEA State Special Schools Transportation) IEP Documentation	N/A		
(IDEA State Special Schools Transportation) Supporting Documentation	N/A		
(IDEA State Special School Transportation) Student Reimbursement Request Summary Supporting Document Template		(IDEA State Special School Transportation) Student Reimbursement Request Summary Supporting Document Template	

A Student Reimbursement Request Supporting Document Template is provided on this page.

- Download this template to use for each LEA student

submission.

For each SSS Transportation student, submit the following:

- One (1) PDF document for IEP Documentation to include all of the following, in this order:
 - IEP(s) cover page- state student ID included
 - IEP(s) services pages- covering the entire school year; state student ID included on each page; if there are multiple IEPs, include them in chronological order.
- One (1) PDF document for supporting Documentation to include:
 - Financial supporting documentation with state student ID included on each page
- One (1) document utilizing the IDEA Reimbursement Request Supporting Document Template provided:
 - One template per student must be provided with the summary of the general-purpose direct expenditures found in the financial supporting documentation

Documents should be saved as:

- **[Student's Initials][State Student ID number][School Year][IEP]**
 - *Example: "BP 1234567 2025-2026 IEP"*
- **[Student's Initials][State Student ID number][School Year][SUMMARY]**
 - *Example: "BP 1234567 2025-2026 SUMMARY"*
- **[Student's Initials][State Student ID number][School Year][SUPDOC]**
 - *Example: "BP 1234567 2025-2026 SUPDOC"*

To upload Related Documents:

- Click the **Upload New** link to begin the upload
- Click the **Choose File** button to browse for the document.
- **Upload** the document and enter a specific name for the document
- Click **Create** to upload the document

Assurances

Users must review all program assurances thoroughly. All items specified are requirements of the program, legislation, or regulation. By checking the assurance check box, the user affirms that they have read and understand all

requirements and that the user assures the state education agency (SEA) that the user meets each of the conditions detailed in the Assurances.

Assurances

2026 - IDEA State Special School Transportation Reimbursement - Rev 0

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Go To

* Assurances

- * The Local Educational Agency (LEA) hereby assures the State Educational Agency (SEA) that:
1. The information provided in this request for additional funds is accurate, and each student's evaluation, eligibility, and Individualized Education Program (IEP) are current.
 2. Only students with federally recognized disability categories have been included in this request.
 3. State and local funds expended for this special education program are expenditures that are not counted towards maintenance of effort; they are not allowed for allowable exceptions such as for high-cost students.
 4. The LEA must be able to meet maintenance of effort without these expenditures to qualify for any State Special School Transportation Reimbursement.
 5. Documentation is available in the LEA to support these expenditures from General Purpose funds and kept accessible for future audits and reviews. Failure to provide this can result in revocation of approval and payback.
 6. All reimbursements will be budgeted and expended as General Purpose funds in the special education account series including 72710 for special education transportation.

Checklist

During the department's review of the IDEA SSS Transportation tool, the IDEA SSS Transportation Checklist is used to provide feedback to users and communicate corrections that must be made to the IDEA SSS Transportation tool before it can be approved.

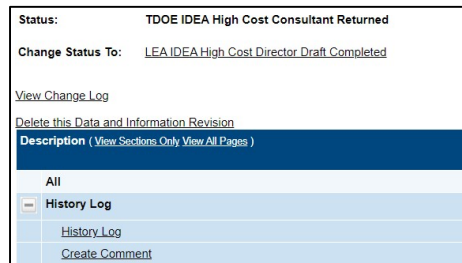
After submission, the department reviews the IDEA SSS Transportation tool and marks each section as **OK**, **Not Applicable**, or **Attention Needed**. If the IDEA SSS Transportation tool contains no items that are marked as **Attention Needed**, the IDEA SSS Transportation tool is approvable.

Each section is designated with one of these statuses:

- **Not Reviewed:** No review occurred.
- **OK:** The section has no corrections and is approvable.
- **Coordinator Reviewed:** The section has been reviewed by the coordinator.
- **Attention Needed:** The section has items that need to have corrections completed.
- **N/A:** The section has no items that must be reviewed.

Users should review the Checklist for comments from each SSS Transportation reviewer, if applicable, and for the program section.

If the IDEA SSS Transportation tool contains items that are marked as **Attention Needed**, the IDEA SSS Transportation tool will be returned to the user with a status of **Not Approved**. The user must review the checklist for items that are marked **Attention Needed** and make the necessary changes to those items. Only the checked items in the areas marked **Attention Needed** need correction. Each section marked **Attention Needed** includes notes to explain items needing attention. The user should check for notes and additional comments.



Once the user has made the necessary adjustments, the user resubmits the IDEA SSS Transportation tool for approval. If the department determines that the area is corrected, **Attention Needed** will be changed to **OK** by department leadership. If the items needing attention still have not been corrected, the IDEA SSS Transportation tool will be returned with a status of **TDOE IDEA SSS Transportation Consultant Returned**.

If the IDEA SSS Transportation tool contains no items that are marked **Attention Needed**, it can be approved. It may contain an amount that is lower as a result of being partially approved. This can be due to a lack of supporting documentation and receiving partial credit for what was turned in to substantiate the requested amount.

Validations

ePlan runs IDEA SSS Transportation tool validations as checks to help users complete the IDEA SSS Transportation tool correctly. Users can view validation messages from the Sections page by clicking **Messages** in the Validation

column. Users can view all validation messages in the IDEA SSS Transportation tool or validation messages for the individual page.

IDEA State Special School Transportation Reimbursement Sections

2026 - IDEA State Special School Transportation Reimbursement - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Text Database refreshed Feb 18 2026 10:37AM.

Status: Draft Started

Change Status To: LEA IDEA State Special School Transportation Reimbursement Director Draft Completed

View Change Log

Delete this Data and Information Revision

Description (View Sections Only View All Pages)

	Validation	Print
All	Messages	Select Items
History Log		Print
History Log		Print
Create Comment		Print
IDEA State Special School Transportation Reimbursement	Messages	Print
Overview and Instructions		Print
Cover Page	Messages	Print
IDEA State Special School Transportation Reimbursement (Open 3-21)	Messages	Print
Related Documents	Messages	Print
Assurances	Messages	Print
Checklist		Print
IDEA State Special School Transportation Reimbursement Checklist		Print
All	Messages	Print

On the Validation Messages page, items marked **Warning** are validations that users are not required to address prior to submitting the IDEA SSS Transportation tool. Examples of warnings are not uploading an optional related document for each submission.

Items marked **Error** are incorrect, and users must address each one before submitting the IDEA SSS Transportation tool. Examples of errors are (1) not clicking an acknowledgement box for the threshold amount, (2) not providing contact details, (3) not inputting a submission, and (4) not attesting to the assurance page.

If the user does not address all **Error** validations, ePlan will not allow a user to submit the IDEA SSS Transportation tool. Click on the **Review** link to go to the identified page to make corrections.

Validation Messages

2026 - IDEA State Special School Transportation Reimbursement - Rev 0

This is the TEST site. Please be sure to complete your work in the LIVE site. Text Database refreshed Feb 18 2026 10:37AM.

Return To Sections Page

IDEA State Special School Transportation Reimbursement

Actions	Cover Page	
Review	Questions marked with an asterisk (*) require a response.	Error
Actions	Related Documents	
Review	The optional Related Document 'IDEA State Special Schools Transportation' 'EP Documentation' has not been uploaded. Please be certain this is the intention.	Warning
Review	The optional Related Document 'IDEA State Special Schools Transportation' 'Supporting Documentation' has not been uploaded. Please be certain this is the intention.	Warning

Submission

When all IDEA SSS Transportation tool sections and pages are complete and any validation errors are cleared, the IDEA SSS Transportation tool is ready for

submission and the approval process. Refer to the **ePlan User Access** section of this guide or the individual IDEA SSS Transportation tool guide for the approval workflow.

To submit the IDEA SSS Transportation tool for review, the user changes the IDEA SSS Transportation tool status on the Sections page to **Draft Complete**. This generates an email to the next user in the approval workflow who must review the draft and click **Approved** (or **Not Approved**) at the top of the Sections page.

How to Print in ePlan

Users may print or download a PDF from the Sections page.

- To print the entire IDEA SSS Transportation tool, click the **Print** link across from the word "All" at the top of the Sections page.

Note: Print requests do not include any uploaded related documents.

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	<input type="checkbox"/> Print Select Items
History Log		<input type="checkbox"/> Print
History Log		<input type="checkbox"/> Print
Create Comment		<input type="checkbox"/> Print
IDEA State Special School Transportation Reimbursement	Messages	<input type="checkbox"/> Print
Overview and Instructions		<input type="checkbox"/> Print
Cover Page	Messages	<input type="checkbox"/> Print
IDEA State Special School Transportation Reimbursement (Apps 3-21)	Messages	<input type="checkbox"/> Print
Related Documents	Messages	<input type="checkbox"/> Print
Assurances	Messages	<input type="checkbox"/> Print
Checklist	Messages	<input type="checkbox"/> Print
IDEA State Special School Transportation Reimbursement Checklist	Messages	<input type="checkbox"/> Print
All	Messages	<input type="checkbox"/> Print

- To print an entire section, click on the **Print** link to the far right of the section name.
- To print a single page, click on the **Print** link across from the name of the page.
- To choose multiple pages, check the **Print Select Items** box at the top of the print column to select more than one page. The **Print** links appear as checkboxes. Select all text boxes for the desired print request.
- Select the checkboxes and click **Print** at the top of the column.
- The **Print Request** screen pops up. Users may rename their print job here.
- Click **Print**.
- The **Generating Document** screen appears. The system takes 20–30 seconds to generate small print documents. For larger files, expect an email from the ePlan system when the file is ready to download.

The PDF generated by ePlan appears at the top

TDOE Resources			
Below is your list of Print Requests.			
Print Request Name	Request Date	Expiration Date	
My LEA Contacts Page	4/23/2020 2:28:48 PM	4/28/2020 2:28:48 PM	Delete

of the page from the **TDOE Resources** menu item. The PDF link remains in **TDOE Resources** for five (5) days. Users may use the **Delete** links to remove any print jobs.

Troubleshooting

The following are answers to common questions about ePlan application functionality.

User Access

If an ePlan user is not able to work in the SSS Transportation tool, it is usually due to one of these three reasons:

- The user is not using the **Google Chrome** browser. For best results: always use Google Chrome to access ePlan. ePlan does not have the same functionality in other browsers.
- The tool is not in the right work step or status. Users can only edit the IDEA SSS Transportation tool when it is in **Draft Started** or **Revision Started** status.
- The user does not have the right role to work on the IDEA SSS Transportation tool. When hovering the cursor over **Change Status To** options, a tooltip appears that indicates the roles with access to make the status change. This tooltip lists the names of individual users associated with each permitted role. Users can also access the address book to see which roles an ePlan user has.

The ePlan address book for each organization contains a list of every user who has an ePlan role.

- The LEA Role Contacts list all the roles. If the role is not listed in the address book, no one has been assigned to that role.
- The LEA Funding Application contacts are contacts selected for a funding application.
 - A contact is not the same as a role. A role assigns access to

complete a task in ePlan.

- User Access forms are in ePlan’s TDOE Resources in the User Access Form folder.
 - Users do not need an ePlan role to access TDOE Resources.

See [ePlan User Access](#) for more information about the ePlan status workflow and user roles.

Validation Messages

- This feature shows any errors that will prevent an application from moving forward.
- Click the messages under **Validation** on the [Sections](#) page to see any errors or warnings.

The screenshot shows a user interface for 'IDEA State Special School Transportation Reimbursement'. It features a navigation bar with 'Actions' and 'Cover Page'. Below this, there are several validation messages:

Message	Severity
Questions marked with an asterisk (*) require a response.	Error
Related Documents	
The optional Related Document (IDEA State Special Schools Transportation) 'IEP Documentation' has not been uploaded. Please be certain this is the intention.	Warning
The optional Related Document (IDEA State Special Schools Transportation) 'Supporting Documentation' has not been uploaded. Please be certain this is the intention.	Warning
The optional Related Document (IDEA State Special School Transportation) 'Student Reimbursement Request Summary Supporting Document Template' has not been uploaded. Please be certain this is the intention.	Warning
Assurances	
Questions marked with an asterisk (*) require a response.	Error

Post-Submission

When users need to revise the IDEA SSS Transportation tool after changing the status to Draft Completed prior to the submission deadline, contact the next approver in the workflow and ask that they change the status to Not Approved to return the application access to the previous user in the workflow. If the tool has proceeded through the workflow to the TDOE Program Director, users can contact the program director or ePlan Help to request that the tool be returned to the previous step in the workflow.

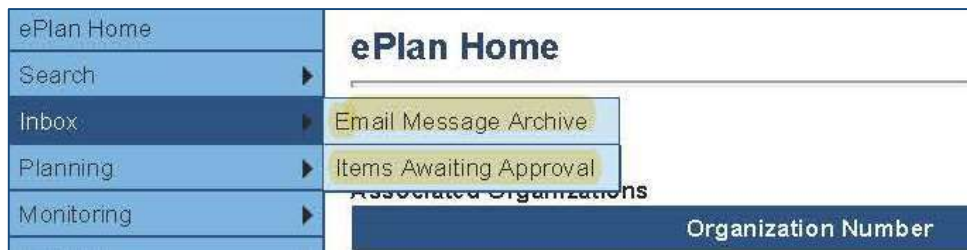
A complete list of ePlan program contacts is available [here](#).

Inbox

Several ePlan functions automatically generate emails that the system sends to users. The [Create Comment](#) function prompts ePlan to send an email message to the selected recipients. **System Notifications** are sent to users because of a **Status Change** to support [Workflows](#).

All email messages sent or received by a user through ePlan can be accessed from the **Inbox**. The **Inbox** section of ePlan contains the **Email Message Archive** and **Items Awaiting Approval**. The **Email Message Archive** will contain all emails sent to or received from another ePlan user through the system. Users may select the time period to display. Messages received by the user will appear first; scroll down to the lower half of the page to view sent messages. Comments with email notifications can be accessed from the **Inbox** in addition to the **History Log** section of the IDEA State Special School Transportation Reimbursement tool.

When a **System Notification** is generated related to a **Status Change** that requires the user to complete an approval step, users will find these in **Items Awaiting Approval**.



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