

1. **POLICIES: Federal, State, Local Laws and Regulations. BOE's Policies: EEA, IOB, IPD. MCPS Regulations: ACG-RA, COB-RA, EBC-RA, EBH-RA, EBI-RA, EEA-RA, EEB-RA, EKC-RA, GDA-RAGGA-RA, GKA-RA, IGK-RA, IGT-RA, IPD-RA, EBI-EA, EEA-EA, EEB-EA, GJD-EA. Disability Act; OSHA; McKinney-Vento.**
2. **PLANNING: Determine school boundaries**
3. **IEP: Individualized Education Program.**

1. **Accurate Student Roster Information and STAR forms from schools and Special Ed Program Offices.**
2. **Predetermined School Bell Times.**
3. **School Boundaries**
4. **Computers**
5. **MAPNET Program**
6. **Paper**
7. **Students**
8. **Trained Routers**
9. **Clerical Staff**
10. **Special Ed Program Offices**
11. **Schools Staff**

**Guides**

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**Special Education  
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Scheduling**

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1. **Route Sheets to Dispatch**
2. **School Schedules to School and Program Offices**
3. **Letter of Notification to Parent**
4. **Verbal Notification to Parent.**

**Enablers**

1. **Human Resources: DOT Staff.**
2. **Facility: Office Space**
3. **Office Supplies and Equipment**
4. **Computer Software (Map Net, TIMS)**
5. **School and other MCPS office's staff.**