

Special Education School Transport Assistance Application for Review

Please read the information on this page before completing the review form

What is the review process for?	<p>The review process is used to re-consider a decision which has been made about an application for special education school transport assistance (SESTA). The review is able to consider any aspect of the decision-making process including:</p> <ul style="list-style-type: none">• Determining the student's eligibility for assistance• Identifying the nearest school able to meet the student's needs• Identifying the type of assistance to be provided• Determining the level of assistance to be provided
What is the review process NOT for?	<p>The review process is not used to consider the present policy. It is only used to re-consider the assistance decisions which have been made.</p>
Who will review this decision?	<p>This application for review will be considered by a panel of managers from the ministry's National Office and will take into account advice from the caregiver, local ministry special education staff and the local Service Agent.</p>
Will I be told when my application has been reviewed?	<p>Yes. Receipt of the completed Review Application Form and any relevant background papers will be acknowledged within 5 days of their receipt in the ministry's National Office. Once the Review Panel has met, caregivers, ministry Special Education staff and Service Agents will be contacted again with the final decision.</p>
How long does the review process take?	<p>The length of time taken to review a SESTA decision varies according to the complexity of the situation. Schools and caregivers can assist in the speedy completion of reviews by providing complete information on request from the Service Agent or the ministry. It is expected that the process should take no more than 25 working days providing all relevant information is provided.</p> <p>Please note that if all relevant information is not provided it is likely to result in a delay in processing the application.</p>
Am I responsible for any costs during this process?	<p>While the review process is taking place caregivers are responsible for any costs over and above the level at which assistance has been approved by the ministry. In the event that the review is successful any additional assistance approved will be backdated to the original approval date.</p>
Supporting material	<p>If you find there is insufficient space to record your reasons for review please attach further supporting material as you see fit.</p>
How do I complete this form	<p>Part A of this form should be completed by, or in discussion with, the caregiver. This is then sent to Special Education who will provide additional information to inform the process. The ministry's Service Agent will also be asked to provide additional information using this form before it is sent to the ministry's National Office to process.</p>

Section B – Additional Information from Special Education

Student Name

GSE Contact Details

Contact name	
Position	
Region	District

Eligibility – Supporting Information

Service agent to complete distance information.

School attended	Distance to home _____ Km
Nearest school able to meet students' needs	Distance to home _____ Km
If an application for review disputes the nearest school, please describe whether there are any valid reasons why the student cannot attend the identified nearest school?	
If an application for review is on the grounds of eligibility (safety and/or mobility), please provide any information, as appropriate, to support the application for transport assistance.	
Please attach any additional information that you feel appropriate to inform the panel decision.	

Include a brief description of the student's special educational needs and why the nearest appropriate school cannot meet these needs.

Include a brief description of the student's special educational needs and why they cannot travel independently or use public/school transport.

Additional Information

Include here any information you feel will be useful to the process – including any relevant historical or local information.

Please provide any additional information below that will inform the review process.:

Signed: _____
District/Service Manager

Name: _____
please print

Date: ____/____/____

Completed and signed parts A&B should be forwarded to the Service Agent to complete part C.

Section C – Additional Information from Service Agent

Student Name

Cost Details

Detail type of provision and cost per trip

Current provision:		Cost:	\$ _____
Requested provision:		Cost:	\$ _____
Any previous assistance:		Cost:	\$ _____

Home to School Distance

Distance information under section B completed?

yes

no

Alternative Options

Please detail below any alternative options for transport that may not previously have been considered (e.g, conveyance allowance, taxi sharing, bus, car-pooling, etc):

Additional Information

Include here any information you feel will be useful to the process – including any relevant historical or local information.

Please provide any additional information below that will inform the review process:

Please ensure that a copy of the original request for SESTA is attached to this form.

Signed: _____ Name: _____ Date: ____/____/____
Service Agent please print

Please return completed and signed parts A, B and C to Business to Business, Resourcing Division at the Ministry of Education, National Office, PO Box 1666, Thorndon, Wellington.