

Directions for Entering Transportation Logs - in 2.0 SpEd Forms

******ONE LOG FOR EACH MONTH DATED FOR THE LAST DAY OF THE MONTH****

Students on the MA dashboard list are the students that the staff member has access to bill for.

The screenshot shows the SpEd Forms MA dashboard in a web browser. The browser address bar shows the URL: 16.spedforms.org/maforms/ma_dashboard.php. The dashboard has a sidebar on the left with a search bar and a list of navigation items: SpEd dashboard, MA dashboard (highlighted), Find/request student, Add new student, Filter & refine, Show students managed by me, Show MA eligible students (checked), Hide inactive students, Show students in district, Select District, Show students in school, Select School, Show students where, I have MA access (highlighted). The main content area is titled 'MA dashboard' and contains a table with columns: Name, School, Service, Current log, and Last log. The table lists two students: 'bark bark' and 'Dokie Okie' (highlighted). The 'Dokie Okie' row has a blue '+ Log' button in the 'Current log' column. A 'Print' button is located in the top right corner of the dashboard.

Name	School	Service	Current log	Last log
bark bark	Hermantown Elementary	Speech Therapy/Audiology Services	12/08/2023	
Dokie Okie	Hermantown Elementary	No service selected	+ Log	

CLICK on the student that needs a Transportation Log entered

CLICK on MA FORMS

MA Activity Log Menu | SpEd Forms

16.spedforms.org/maforms/activity_menu.php?student_id=9874563211234&log=1&access=1

SpEd Forms

Search

Login: 119 minutes

- SpEd dashboard
- MA dashboard
- Find/request student
- Add new student
- Dokie Okie
- Setup
- Sharing/transfer
- SpEd Forms
- MA Forms**
- Activity logs

Dokie Okie > MA Forms > Activity logs

Search Log

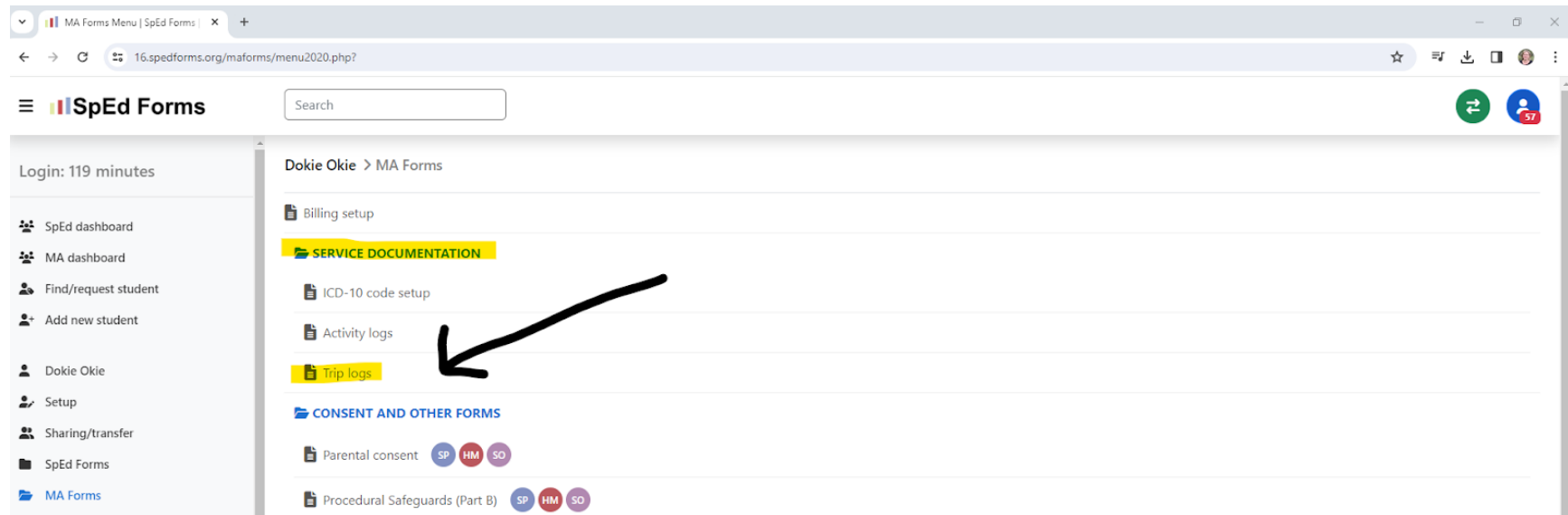
Provider: Providers: show all Service: ---Select service--- Not finalized Showing: All

Start date: 09/01/2021 End date: mm/dd/yyyy

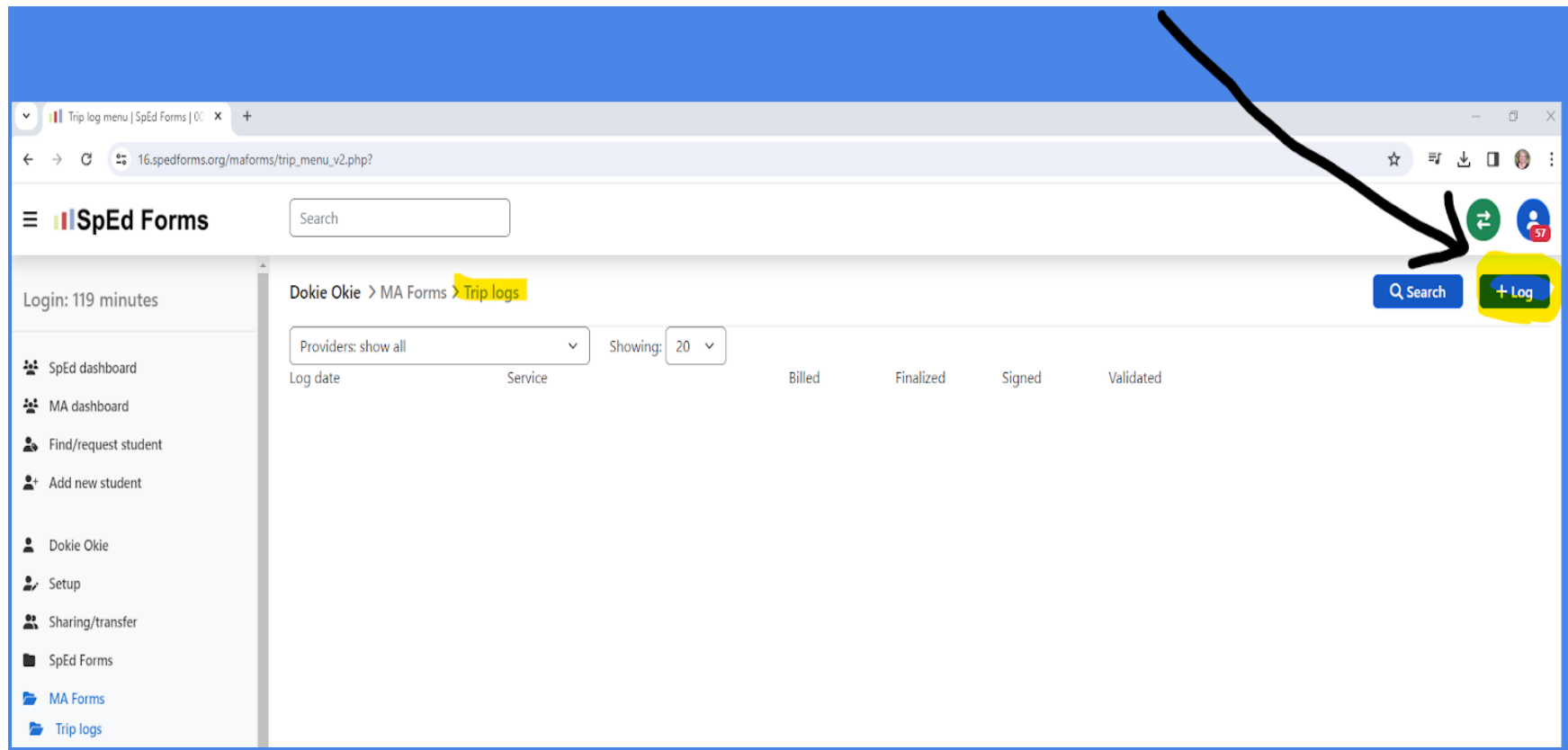
Log date	Service	Billed	Finalized	Signed	Validated
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After Clicking on MA Forms, this screen pops up:

CLICK on **TRIP LOGS** under Service Documentation.



CLICK on **+LOG**



Update **LOG DATE** = LAST DAY OF THE MONTH THAT IS BEING BILLED FOR
One Log per month

CLICK on **+TRIP**

Trip log | SpEd Forms | 0094

16.spedforms.org/maforms/trip_log2020.php?log_id=122475

SpEd Forms Search

Login: 119 minutes
Exclusive rights: 59 minutes

- SpEd dashboard
- MA dashboard
- Find/request student
- Add new student
- Dokie Okie
- Setup
- Sharing/transfer
- SpEd Forms
 - MA Forms
 - Trip logs
 - Trip log

Dokie Okie > MA Forms > Trip logs > Trip log

Save Validate Finalize Print

Instructions

Trip log setup

Student's name Dokie Okie	Birth date 01/01/2005	Log date 12/31/2023	Type of service provided Special Transportation (T1018 - U8TM)
Enrolled district: 0700: Hermantown School District	Enrolled school: Hermantown Elementary		

Activities

Totals + Trip

Totals + Trip

It is a federal crime to provide false information on service billings for Medical Assistance payments. Your signature verifies the time and services entered are accurate and that the services were performed as specified in the child's care plan.

Providers

Enter Service date = date of transporting student

CLICK +DESCRIPTION

16.spedforms.org/maforms/trip_log2020.php?log_id=122488

SpEd Forms Search

Login: 119 minutes
Exclusive rights: 59 minutes

- SpEd dashboard
- MA dashboard
- Find/request student
- Add new student
- Dokie Okie
- Setup
- Sharing/transfer
- SpEd Forms
 - MA Forms
 - Trip logs
 - Trip log**
 - 504 Forms
 - Health Plans
 - History
 - Plan manager

Dokie Okie > MA Forms > Trip logs > Trip log

Trip log setup

Student's name: Dokie Okie **Birth date:** 01/01/2005 **Log date:** 12/31/2023 **Type of service provided:** Special Transportation (T1018 - U8TM)

Enrolled district: 0700: Hermantown School District **Enrolled school:** Hermantown Elementary

Activities Totals + Trip

Service date: 12/01/2023 Delete

Trips from an on or off-site IEP service or medical appointment

Description

- Enter 1 for each trip between home and school.
- Enter 1 for each trip between school and an off-site service.
- Enter 1 for each trip between school and a medical appointment.
- Enter appointment times and addresses.

☐ Not billable

ICD-10

Primary	Description	Exclude
<input checked="" type="checkbox"/> F320	Major depressive disorder, single episode, mild	<input type="checkbox"/>

☐ Incomplete View History

0 Duplicate ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

+ Description

After Clicking **+DESCRIPTION**

ENTER '1' in TO & '1' in FROM = One route (Ex. home to school route in AM)

Choose from **TYPE - Drop Down** - Between home and school OR Between School and Offsite IEP service OR Between School and Medical Appointment

The screenshot shows the SpEd Forms web application interface. The top navigation bar includes the SpEd Forms logo, a search bar, and user profile information. The left sidebar contains a menu with options like 'SpEd dashboard', 'MA dashboard', 'Find/request student', 'Add new student', 'Dokie Okie', 'Setup', 'Sharing/transfer', 'SpEd Forms', 'MA Forms', 'Trip logs', 'Trip log', '504 Forms', 'Health Plans', 'History', 'Plan manager', 'Educator assessments', 'Educator reports', 'Educator setup', and 'Educator guide'. The main content area displays the 'Trip log' form for a student named Dokie Okie, born 01/01/2005, enrolled in Hermantown School District and Hermantown Elementary. The form includes fields for 'Service date' (12/01/2023), 'To' (1), 'From' (1), and 'Type' (Between home and school). Below these fields, there are two orange-highlighted boxes for 'Trips to an on or off-site IEP service or medical appointment'. The 'Description' section provides instructions: 'Enter 1 for each trip between home and school.' and 'Enter 1 for each trip between school and an off-site service.' and 'Enter 1 for each trip between school and a medical appointment. Enter appointment times and addresses.' The form also includes a 'Totals' button, a '+ Trip' button, a 'Delete' button, and a '+ Description' button. At the bottom, there are checkboxes for 'Not billable', 'ICD-10' (F320 Major depressive disorder, single episode, mild), 'Exclude', 'Incomplete', and a 'View History' button. The bottom right corner shows a 'Duplicate' button and checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri).

NOTE: After entering "1" in TO and "1" in From, it totals the **Trips to an on or off-site IEP service or medical appointment** boxes below the service date.

CLICK **+DESCRIPTION** to add the 2nd route of that day.

ENTER '1' in TO & '1' in FROM = One route (Ex. home to school route in PM)

Choose from **TYPE - Drop Down** - Between home and school OR Between School and Offsite IEP service OR Between School and Medical Appointment

SpEd Forms

Login: 99 minutes
Exclusive rights: 39 minutes

SpEd dashboard
MA dashboard
Find/request student
Add new student
Dokie Okie
Setup
Sharing/transfer
SpEd Forms
MA Forms
Trip logs
Trip log
504 Forms
Health Plans
History
Plan manager
Educator assessments
Educator reports

Dokie Okie > MA Forms > Trip logs > Trip log

Save Validate Finalize Print

Activities

Service date
12/01/2023 Delete

Trips to an on or off-site IEP service or medical appointment
2

Trips from an on or off-site IEP service or medical appointment
2

Description

- Enter 1 for each trip between home and school.
- Enter 1 for each trip between school and an off-site service.
- Enter 1 for each trip between school and a medical appointment.
- Enter appointment times and addresses.

To: From: Type:

1 1 Between home and school

To: From: Type:

1 1 Between home and school

+ Description

Not billable

NOTE: After entering "1" in TO and "1" in From, it totals the **Trips to an on or off-site IEP service or medical appointment** boxes below the service date.

After entering two routes, it calculates trips = 2

To Duplicate days for the month:

Click what days you want to ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri

(note: you don't need to check the days, it'll work by just entering the number of days to duplicate.)

ENTER the # of school days for the month. CHECK the days of the week **before clicking duplicate.**

After duplicating the days, go back and delete any dates that the student was absent, or school was not in session.

The screenshot shows the SpEd Forms web application interface. The browser address bar displays the URL: 16.spedforms.org/maforms/trip_log2020.php?log_id=122488. The application header includes the SpEd Forms logo, a search bar, and a user profile icon. The left sidebar contains a navigation menu with options: SpEd dashboard, MA dashboard, Find/request student, Add new student, Dokie Okie, Setup, Sharing/transfer, SpEd Forms, MA Forms, Trip logs, Trip log, 504 Forms, Health Plans, History, Plan manager, Educator assessments, and Educator reports. The main content area shows the 'Trip log' form for 'Dokie Okie'. The form includes a 'Description' section with instructions, 'To:' and 'From:' input fields (both set to '1'), and a 'Type:' dropdown menu (set to 'Between home and school'). Below this, there are two more identical input sections. A '+ Description' button is located to the right of the second input section. At the bottom of the form, there are checkboxes for 'Not billable', 'ICD-10 Primary', 'Exclude', and 'Incomplete'. The 'ICD-10 Primary' section is expanded, showing 'F320 Major depressive disorder, single episode, mild'. A 'View History' button is located to the right of the 'Exclude' checkbox. At the bottom right of the form, there is a 'Totals' button and a '+ Trip' button. The bottom of the page features a navigation bar with a '17' input field, a 'Duplicate' button, and a row of checkboxes for the days of the week: Mon, Tue, Wed, Thu, and Fri, all of which are checked.

SpEd Forms

Login: 90 minutes
Exclusive rights: 30 minutes

SpEd dashboard
MA dashboard
Find/request student
Add new student
Dokie Okie
Setup
Sharing/transfer
SpEd Forms
MA Forms
Trip logs
Trip log
504 Forms
Health Plans
History
Plan manager
Educator assessments
Educator reports

Dokie Okie > MA Forms > Trip logs > Trip log

Save Validate Finalize Print

Description

- Enter 1 for each trip between home and school.
- Enter 1 for each trip between school and an off-site service.
- Enter 1 for each trip between school and a medical appointment.
- Enter appointment times and addresses.

To: 1 From: 1 Type: Between home and school

To: 1 From: 1 Type: Between home and school

+ Description

☐ Not billable

ICD-10
Primary Description Exclude

☒ F320 Major depressive disorder, single episode, mild ☐

☐ Incomplete View History

17 Duplicate ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri

Totals + Trip

Duplication Results

The screenshot shows a web browser window with the URL `16.spedforms.org/maforms/trip_log2020.php?log_id=122488`. The application interface includes a sidebar with navigation links: "SpEd dashboard", "MA dashboard", "Find/request student", "Add new student", and "Dokie Okie". The main content area displays a form for trip logs, with fields for "To:", "From:", and "Type:". The "To:" field contains the value "1", the "From:" field contains "1", and the "Type:" field is a dropdown menu set to "Between home and school". A modal dialog titled "Duplication results" is centered on the screen, displaying the message "Added 17 lines." and a "Close" button. The dialog also features a search bar and a user profile icon in the top right corner.

Duplication results

Added 17 lines.

Close

After all the dates have been entered for the month:

Choose **SUPERVISOR** from the drop down

Providers = Person bringing the student to the bus or the person riding the bus with the student.

16.spedforms.org/maforms/trip_log2020.php?log_id=122488

SpEd Forms Search

Login: 89 minutes
Exclusive rights: 29 minutes

- SpEd dashboard
- MA dashboard
- Find/request student
- Add new student
- Dokie Okie
- Setup
- Sharing/transfer
- SpEd Forms
 - MA Forms
 - Trip logs
 - Trip log**
 - 504 Forms
 - Health Plans
 - History
 - Plan manager
- Educator assessments
- Educator reports
- Educator setup

Dokie Okie > MA Forms > Trip logs > Trip log

Save Validate Finalize Print

+ Description

☐ Not billable

ICD-10

Primary	Description	Exclude
<input checked="" type="checkbox"/> F320	Major depressive disorder, single episode, mild	<input type="checkbox"/>

☐ Incomplete View History 0 Duplicate ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

Totals + Trip

It is a federal crime to provide false information on service billings for Medical Assistance payments. Your signature verifies the time and services entered are accurate and that the services were performed as specified in the child's care plan.

Providers

District providing this service
0700: Hermantown School District

Supervisor Signature?

---Select Provider---

Provider(s) Signature(s)?

Warbalow, Tisha

---Select Provider---

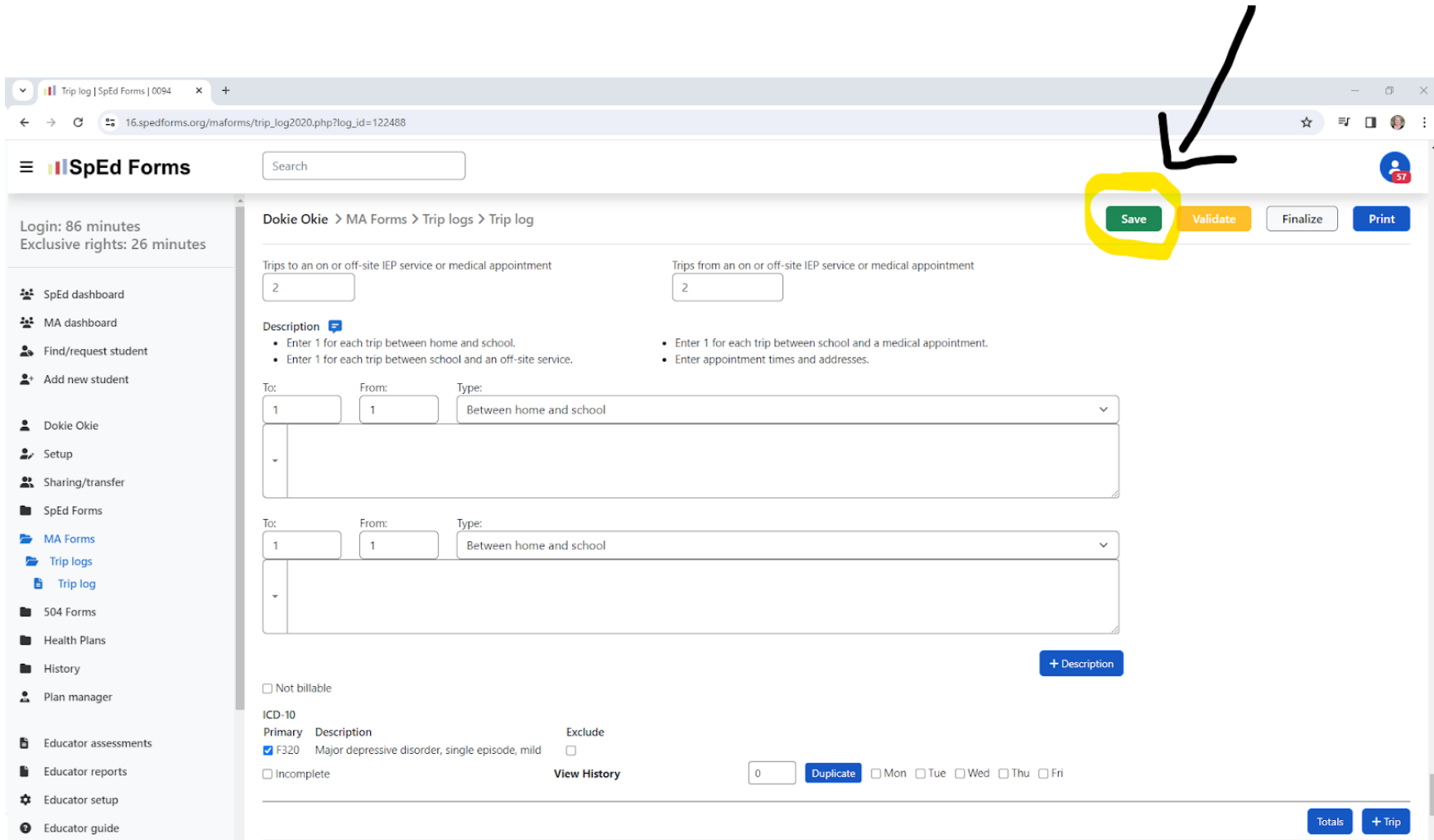
---Select Provider---

---Select Provider---

---Select Provider---

After Choosing the SUPERVISOR and that Provider is populated

Click **SAVE**



The screenshot shows the 'SpEd Forms' web application interface. The browser address bar displays '16.spedforms.org/maforms/trip_log2020.php?log_id=122488'. The page title is 'Dokie Okie > MA Forms > Trip logs > Trip log'. A sidebar on the left contains a menu with items like 'SpEd dashboard', 'MA dashboard', 'Find/request student', 'Add new student', 'Dokie Okie', 'Setup', 'Sharing/transfer', 'SpEd Forms', 'MA Forms', 'Trip logs', 'Trip log', '504 Forms', 'Health Plans', 'History', 'Plan manager', 'Educator assessments', 'Educator reports', 'Educator setup', and 'Educator guide'. The main content area has a top navigation bar with buttons: 'Save' (highlighted with a yellow circle and an arrow), 'Validate', 'Finalize', and 'Print'. Below this, there are two input fields for 'Trips to an on or off-site IEP service or medical appointment' and 'Trips from an on or off-site IEP service or medical appointment', both containing the number '2'. A 'Description' section follows, with instructions: 'Enter 1 for each trip between home and school.' and 'Enter 1 for each trip between school and an off-site service.' Below the instructions are two rows of form fields: 'To:', 'From:', and 'Type:'. The first row has 'To:' set to '1', 'From:' set to '1', and 'Type:' set to 'Between home and school'. The second row is identical. At the bottom right of the form area is a '+ Description' button. Below the form area, there are checkboxes for 'Not billable', 'Incomplete', and 'Exclude'. The 'ICD-10' section shows 'F320 Major depressive disorder, single episode, mild' selected. At the bottom right, there are buttons for 'Totals' and '+ Trip'.

Login: 86 minutes
Exclusive rights: 26 minutes

SpEd dashboard
MA dashboard
Find/request student
Add new student
Dokie Okie
Setup
Sharing/transfer
SpEd Forms
MA Forms
Trip logs
Trip log
504 Forms
Health Plans
History
Plan manager
Educator assessments
Educator reports
Educator setup
Educator guide

Dokie Okie > MA Forms > Trip logs > Trip log

Trips to an on or off-site IEP service or medical appointment
2

Trips from an on or off-site IEP service or medical appointment
2

Description

- Enter 1 for each trip between home and school.
- Enter 1 for each trip between school and an off-site service.
- Enter 1 for each trip between school and a medical appointment.
- Enter appointment times and addresses.

To: 1 From: 1 Type: Between home and school

To: 1 From: 1 Type: Between home and school

+ Description

☐ Not billable

ICD-10
Primary Description Exclude
☒ F320 Major depressive disorder, single episode, mild ☐

☐ Incomplete View History 0 Duplicate ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

Totals + Trip

After SAVING, if there are any warnings that prevent finalization, they show up at the top of the page.

16.spedforms.org/maforms/trip_log2020.php

SpEd Forms Search

Login: 119 minutes
Exclusive rights: 59 minutes

SpEd dashboard
MA dashboard
Find/request student
Add new student
Dokie Okie
Setup
Sharing/transfer
SpEd Forms
MA Forms
Trip logs
Trip log
504 Forms
Health Plans
History
Plan manager
Educator assessments

Dokie Okie > MA Forms > Trip logs > Trip log

Save Validate Finalize Print

^ 1 warning not preventing finalization.
This log contains 2 log lines that fall on non-instructional days.

Instructions

Trip log setup

Student's name
Dokie Okie

Birth date
01/01/2005

Log date
12/31/2023

Type of service provided
Special Transportation (T1018 - U8TM)

Enrolled district:
0700: Hermantown School District

Enrolled school:
Hermantown Elementary

Activities Totals + Trip

Service date
12/01/2023 Delete

Trips to an on or off-site IEP service or medical appointment
2

Trips from an on or off-site IEP service or medical appointment
2

Description

- Enter 1 for each trip between home and school.
- Enter 1 for each trip between school and an off-site service.
- Enter 1 for each trip between school and a medical appointment.
- Enter appointment times and addresses.

To: From: Type:

For this error, a non-instructional day is being billed.

CLICK **DELETE**

The screenshot shows a web browser window with the URL `16.spedforms.org/maforms/trip_log2020.php`. The page title is "Trip log | SpEd Forms | 0094". The SpEd Forms logo is in the top left, and a search bar is next to it. On the right, there's a user profile icon with the number 57. Below the logo, a sidebar lists navigation options: "SpEd dashboard", "MA dashboard", "Find/request student", "Add new student", "Dokie Okie", "Setup", "Sharing/transfer", "SpEd Forms", and "MA Forms". The main content area shows the breadcrumb "Dokie Okie > MA Forms > Trip logs > Trip log". At the top right of the main area are buttons: "Save", "Validate", "Finalize", and "Print". Below the breadcrumb, there's a section with "Incomplete" (checked), "View History", a counter "0", a "Duplicate" button, and checkboxes for days of the week. A yellow warning box states: "1 warning not preventing finalization. This date is not an instructional day". Below this, the "Service date" is set to "12/25/2023" with a calendar icon. There are two input fields for "Trips to an on or off-site IEP service or medical appointment", both containing the number "2". A "Description" section with a speech bubble icon contains two bullet points: "Enter 1 for each trip between home and school." and "Enter 1 for each trip between school and an off-site service." To the right of these, another set of instructions says: "Enter 1 for each trip between school and a medical appointment." and "Enter appointment times and addresses." A red "Delete" button is highlighted with a yellow circle.

Login: 116 minutes
Exclusive rights: 56 minutes

SpEd dashboard
MA dashboard
Find/request student
Add new student
Dokie Okie
Setup
Sharing/transfer
SpEd Forms
MA Forms

Dokie Okie > MA Forms > Trip logs > Trip log

Save Validate Finalize Print

☒ Incomplete View History 0 Duplicate ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

1 warning not preventing finalization.
This date is not an instructional day

Service date
12/25/2023

Trips to an on or off-site IEP service or medical appointment
2

Trips from an on or off-site IEP service or medical appointment
2

Description

- Enter 1 for each trip between home and school.
- Enter 1 for each trip between school and an off-site service.

- Enter 1 for each trip between school and a medical appointment.
- Enter appointment times and addresses.

Delete

System is making sure you want to delete this log line

CLICK **YES**

The screenshot shows the SpEd Forms web application interface. A confirmation dialog box is centered on the screen, asking "Are you sure you want to delete this log line?". The dialog has a close button (X) in the top right corner. Below the question, it displays "Log line dated: 12/25/2023". At the bottom of the dialog are two buttons: "No" (red) and "Yes" (green). A yellow arrow points to the "Yes" button. The background shows the application's sidebar with navigation links like "SpEd dashboard", "MA dashboard", "Find/request student", "Add new student", "Dokie Okie", "Setup", "Sharing/transfer", "SpEd Forms", "MA Forms", "Trip logs", "Trip log", and "S04 Forms". The main content area shows a form for a trip log entry, including fields for "Service date" (12/25/2023), "Trips to an on or off-site IEP service or medical appointment" (2), "Trips from an on or off-site IEP service or medical appointment" (2), and a "Description" section with instructions. A "Delete" button is visible on the right side of the form.

AFTER the non-instructional day(s) is deleted, **CLICK SAVE AGAIN**

The screenshot shows the 'Trip log' page in the SpEd Forms application. The browser address bar shows the URL '16.spedforms.org/maforms/trip_log2020.php'. The page header includes the 'SpEd Forms' logo and a search bar. On the left, a sidebar lists navigation options: 'SpEd dashboard', 'MA dashboard', 'Find/request student', 'Add new student', 'Dokie Okie', 'Setup', 'Sharing/transfer', and 'SpEd Forms'. The main content area shows the breadcrumb 'Dokie Okie > MA Forms > Trip logs > Trip log'. Below this, there are buttons for 'Save' (highlighted with a yellow circle), 'Validate', 'Finalize', and 'Print'. A 'Duplicate' button is also present. A warning message states '1 warning not preventing finalization.' The 'Service date' is set to '12/26/2023'. There are two input fields for 'Trips to an on or off-site IEP service or medical appointment', both containing the number '2'. A 'Delete' button is located next to the 'Service date' field. The 'Description' section includes instructions: 'Enter 1 for each trip between home and school.', 'Enter 1 for each trip between school and an off-site service.', 'Enter 1 for each trip between school and a medical appointment.', and 'Enter appointment times and addresses.'

Next, CLICK **VALIDATE**

SpEd Forms | Trip log | SpEd Forms | 0094

16.spedforms.org/maforms/trip_log2020.php

SpEd Forms

Login: 117 minutes
Exclusive rights: 57 minutes

SpEd dashboard
MA dashboard
Find/request student
Add new student
Dokie Okie
Setup
Sharing/transfer
SpEd Forms
MA Forms
Trip logs
Trip log
504 Forms
Health Plans
History
Plan manager
Educator assessments
Educator reports

Dokie Okie > MA Forms > Trip logs > Trip log

Save Validate Finalize Print

Instructions

Trip log setup

Student's name: Dokie Okie
Birth date: 01/01/2005
Log date: 12/31/2023
Type of service provided: Special Transportation (T1018 - U8TM)

Enrolled district: 0700: Hermantown School District
Enrolled school: Hermantown Elementary

Activities

Service date: 12/01/2023

Trips to an on or off-site IEP service or medical appointment: 2

Trips from an on or off-site IEP service or medical appointment: 2

Description

- Enter 1 for each trip between home and school.
- Enter 1 for each trip between school and an off-site service.
- Enter 1 for each trip between school and a medical appointment.
- Enter appointment times and addresses.

To: 1 From: 1 Type: Between home and school

NEXT, CLICK **FINALIZE**

The screenshot shows the 'Trip log' page in the SpEd Forms application. The breadcrumb trail is 'Dokie Okie > MA Forms > Trip logs > Trip log'. In the top right corner, there are four buttons: 'Save' (green), 'Validate' (orange), 'Finalize' (green, circled in yellow), and 'Print' (blue). The left sidebar contains a menu with options like 'SpEd dashboard', 'MA dashboard', 'Find/request student', 'Add new student', and '504 Forms'. The main content area is titled 'Trip log setup' and includes fields for 'Student's name' (Dokie Okie), 'Birth date' (01/01/2005), 'Log date' (12/31/2023), and 'Type of service provided' (Special Transportation (T1018 - U8TM)). Below this, the 'Enrolled district' is '0700: Hermantown School District' and the 'Enrolled school' is 'Hermantown Elementary'. The 'Activities' section has a 'Service date' (12/01/2023) and a 'Delete' button. It also includes input fields for 'Trips to an on or off-site IEP service or medical appointment' (value: 2) and 'Trips from an on or off-site IEP service or medical appointment' (value: 2). A 'Description' section at the bottom provides instructions: 'Enter 1 for each trip between home and school.' and 'Enter 1 for each trip between school and a medical appointment.'

Next, CLICK **FINALIZE**

The screenshot shows a 'Finalize Form' dialog box. The title is 'Finalize Form'. The text inside says: 'Ready to finalize **Special Transportation** for Dokie Okie. Please enter a comment below or click Finalize.' Below this is a text input field labeled 'Enter comment'. Further down, it says 'This form finalizes as a final copy.' and there is a checked checkbox labeled 'Include Page Numbers on Finalized Document'. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Finalize' button, which is circled in yellow.

Next, CLICK **PRINT**

Transportation logs need to be PRINTED, SIGNED by the provider & supervisor.

The screenshot shows the SpEd Forms web application interface. The browser address bar displays the URL `16.spedforms.org/maforms/trip_log2020.php`. The application header includes the SpEd Forms logo, a search bar, and a user profile icon. The left sidebar contains a navigation menu with options like SpEd dashboard, MA dashboard, Find/request student, Add new student, and Trip logs. The main content area shows the Trip log setup for a student named Dokie Okie, with fields for Birth date, Log date, and Type of service provided. Below this, the Activities section is visible, showing a table with columns for Service date and a description of the trip. The Print button is highlighted with a yellow circle.

SpEd Forms

Login: 119 minutes
Exclusive rights: 59 minutes

SpEd dashboard
MA dashboard
Find/request student
Add new student
Dokie Okie
Setup
Sharing/transfer
SpEd Forms
MA Forms
Trip logs
Trip log

Dokie Okie > MA Forms > Trip logs > Trip log

Save Validate Reactivate Sign **Print**

Instructions

Trip log setup

Student's name	Birth date	Log date	Type of service provided
Dokie Okie	01/01/2005	12/31/2023	Special Transportation (T1018 - U8TM)

Enrolled district: 0700: Hermantown School District
Enrolled school: Hermantown Elementary

Activities

Totals + Trip

Service date: 12/01/2023

Delete

Trips to an on or off-site IEP service or medical appointment	Trips from an on or off-site IEP service or medical appointment
2	2

Printed Transportation Log & Sign at the bottom

16.spedforms.org/maforms/trip_log_print.php?log_id=122488

Trip Log

1 / 2 100%

Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/06/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:04 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/07/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:04 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/08/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:05 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/11/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:05 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/12/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:05 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/13/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:05 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/14/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:05 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/15/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:05 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/18/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:05 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/19/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:05 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/20/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:05 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/21/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:05 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes	2	2	
12/22/2023			
Edited by: Tisha Warbalow on 01/18/2024 01:36:06 PM			
Dokie Okie: 01/01/2005 School: Hermantown Elementary Billable: Yes			

Designated person who can verify the child was actually transported to and from home and school or to and from a medical appointment (e.g., PCA or person who takes the child to and from the vehicle or rides with the child on the vehicle).

1/2

Dokie Okie

It is a federal crime to provide false information on personal care service billings for medical assistance payment. Your signature verifies the time and service entered are accurate and that the services were performed as specified in the PCA care plan.

Tisha Warbalow / Administrative Assistant

Supervisor

Logs need to be printed & signed by the supervisor and provider, and sent to Tamie Woodward - twoodward@nlsec.org

- ** A couple notes: **Yellow Errors** = Warning. A common one is there is a date of service that is being billed on a non-instructional day. Would need to delete that date. **Red Errors** = Need to FIX
- ****Bill Monthly & Send to NLSEC by the 15th of the following month.**