

Form Completion Instructions

Home Page

General Information

The home screen provides information for PDE's use in contacting the LEA. Contact information must be entered and a reporting year selected in order to proceed with transportation service data entry.

Entering information on the "Home" screen:

Enter information as requested. A red asterisk (*) indicates required information.

Choose a "Title" from the drop-down menu.

Enter the first name of the primary contact person. This is the person responsible for entry of transportation service data.

Enter middle name (optional).

Enter last name of the primary contact person.

Select name suffix, if applicable, from the drop-down menu.

Enter job title of the primary contact person.

Enter ten-digit phone number for the primary contact person.

Enter phone extension number, if applicable, for the primary contact person.

Enter fax number.

Enter email address for the primary contact person.

Enter email address for the secondary contact.

Click 'Save.' A pop-up box will appear if any of the information is missing or questionable.

NOTE: After initial contact information has been saved, the Home screen will show a 'Modify' button. Contact information may be changed at any time by clicking on the 'Modify' button.

Sign Out

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LEA Details **SY: 2012-2013**

LEA Name: Canon-McMillan SD AUN: 1-01-63-170-3

Contact Details **Notes** Constants Depreciation Actions

Title : Mr.
First Name : Matthew
Middle Name :
Last Name : Harding
Suffix :
Job Title : Transportation Coordinator
Phone Number : (717) 777-7777
Phone Number Extension :
Fax Number : (717) 777-7777
Email Address 1 : harding@pa.gov
Email Address 2 :

Modify

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To continue, select the school year for reporting purposes from the drop-down menu.

Click 'Proceed' to move to 'Forms' screen. (See "Instructions for PDE-1049 Form Completion".)