

ASTP Online school user guide

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Background

The Assisted School Travel Program (ASTP) plays a significant role in meeting the transport needs of eligible students with disability. It provides free, specialised transport to and from school where parents are unable to provide or arrange transport for the student either fully or in part.

The program provides around 3,000 individual transport services daily, through contracted service providers, free of charge to over 10,800 students in NSW. We employ Assisted Travel Support Officers (ATSOs) who accompany some of these children in the vehicles. All of our service providers and their vehicles are carefully screened and vetted to ensure that they are capable of providing the high quality, safe service that parents and carers expect for their children.

To ensure ASTP has up-to-date information, schools can review their students' details in relation to transport at any time by accessing ASTP Online. ASTP Online is accessed via the Department of Education (DoE) website.

In preparation for each new school year, ASTP asks schools to review each student and their specific transport requirements for the following year and update them in ASTP Online. This process begins in September in preparation for rolling over the student's requirements ready for the next school year and is part of Phase 1 of Rollover.

This user guide has been developed to assist schools to:

- access ASTP Online
- view travel applications for students at your school
- view run details for students at your school
- use ASTP Online to indicate a student's requirements for the next academic year.

Additional support is available for schools from ASTP staff who can be contacted on:

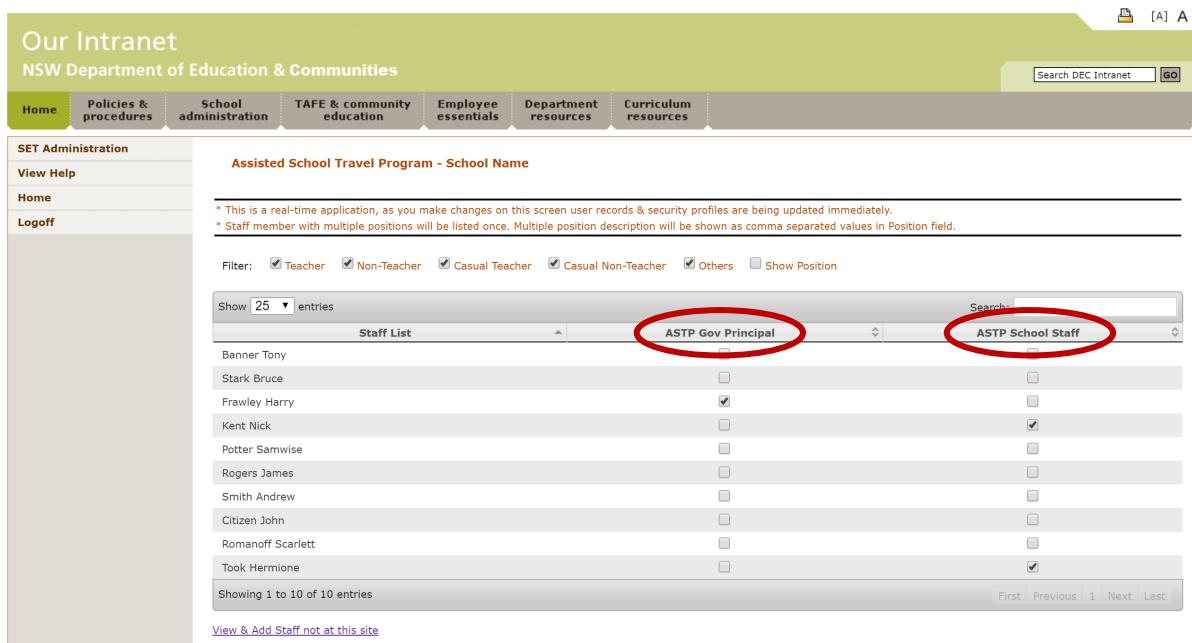
Telephone 1300 338 278

Email schools.astp@det.nsw.edu.au

Access to ASTP Online for government schools

Staff access to the online application is managed through the Access Management Utility (AMU). All school principals can delegate access to other staff in their school through AMU. It is recommended to periodically review staff access throughout the year.

1. Log onto the staff portal and open the **AMU - Access Management Utility**
2. Find the required staff member in the list you would like to give access.
3. Choose between **ASTP Gov Principal** or **ASTP School Staff** access and tick the box.
4. The changes will save and take effect immediately.



The screenshot shows the 'Assisted School Travel Program - School Name' interface. It features a navigation menu with options like 'Home', 'Policies & procedures', 'School administration', etc. The main content area displays a staff list with columns for 'ASTP Gov Principal' and 'ASTP School Staff'. The 'ASTP Gov Principal' column has a checked box for 'Kent Nick' and 'Took Hermione'. The 'ASTP School Staff' column has a checked box for 'Took Hermione'. A search bar and filter options are also visible.

Staff List	ASTP Gov Principal	ASTP School Staff
Banner Tony	<input type="checkbox"/>	<input type="checkbox"/>
Stark Bruce	<input type="checkbox"/>	<input type="checkbox"/>
Frawley Harry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kent Nick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Potter Samwise	<input type="checkbox"/>	<input type="checkbox"/>
Rogers James	<input type="checkbox"/>	<input type="checkbox"/>
Smith Andrew	<input type="checkbox"/>	<input type="checkbox"/>
Citizen John	<input type="checkbox"/>	<input type="checkbox"/>
Romanoff Scarlett	<input type="checkbox"/>	<input type="checkbox"/>
Took Hermione	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Access to ASTP Online for non-government schools

As per the Department of Education's (DoE) policy, access to DoE services can only be provided to the principal of a non-government school. If a school participates in the NSW Premier's Reading Challenge, or NAPLAN testing, the school principal may already have an active account. Principals can also reset passwords, extend account expiry dates and update staff details. It is recommended to periodically review staff access throughout the year.

First time principals

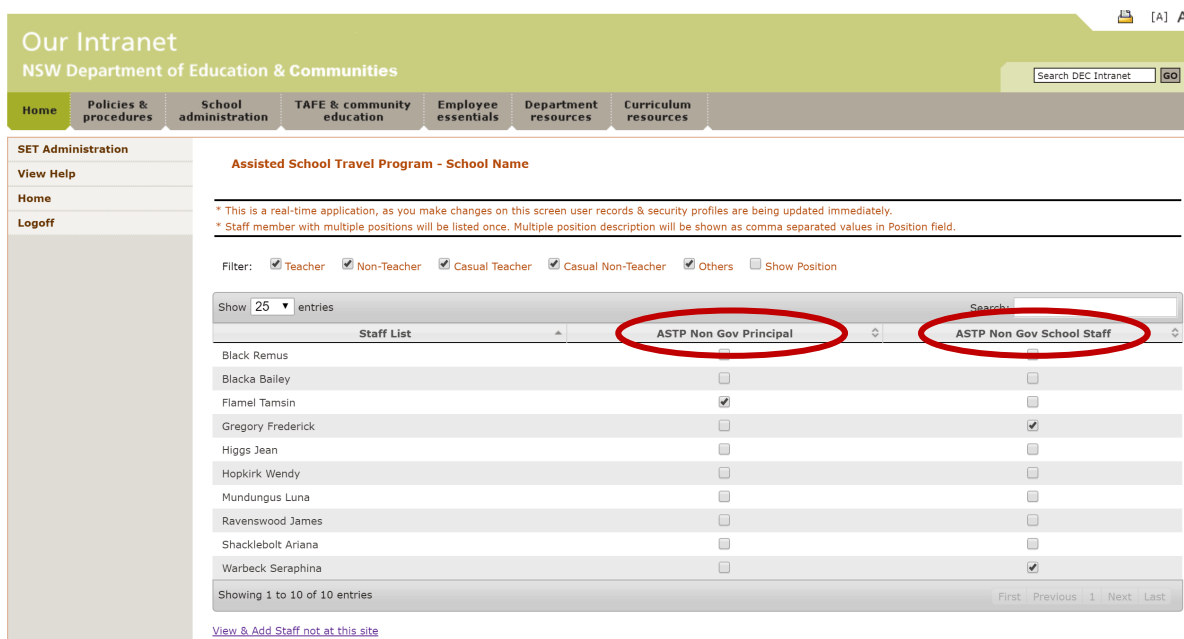
1. You will need to request access by submitting a technical support request here: <https://education.nsw.gov.au/public-schools/astp/technical-support>
2. Once access has been granted, you can manage access for your staff.

First time staff

1. For first time staff, principals will need to **create a DoE account** on their behalf.
2. Instructions: <https://prcsupport.freshdesk.com/support/solutions/articles/6000063592-how-do-i-create-a-doe-account-for-a-staff-member-at-my-school->

Existing users

1. Log onto the staff portal and open the **AMU - Access Management Utility**.
2. Find the required staff member in the list you would like to give access.
3. Choose between **ASTP Non Gov Principal** or **ASTP Non Gov School Staff** and tick the box.
4. The changes will save and take effect immediately.



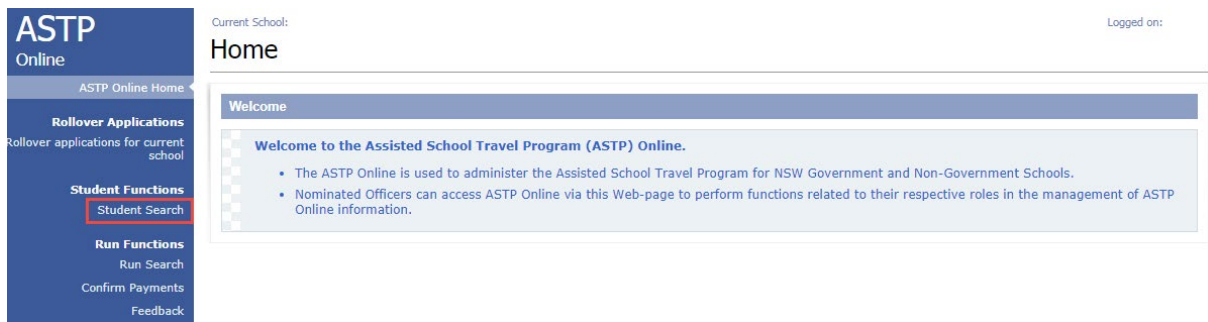
The screenshot shows the 'Assisted School Travel Program - School Name' interface. It features a navigation menu with options like 'Home', 'Policies & procedures', 'School administration', 'TAFE & community education', 'Employee essentials', 'Department resources', and 'Curriculum resources'. The main content area displays a staff list with columns for 'ASTP Non Gov Principal' and 'ASTP Non Gov School Staff'. The 'ASTP Non Gov School Staff' column has checkboxes for each staff member, with some already checked. A search bar and filter options are also visible.

Staff List	ASTP Non Gov Principal	ASTP Non Gov School Staff
Black Remus	<input type="checkbox"/>	<input type="checkbox"/>
Blacka Bailey	<input type="checkbox"/>	<input type="checkbox"/>
Flamel Tamsin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gregory Frederick	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Higgs Jean	<input type="checkbox"/>	<input type="checkbox"/>
Hopkirk Wendy	<input type="checkbox"/>	<input type="checkbox"/>
Mundungus Luna	<input type="checkbox"/>	<input type="checkbox"/>
Ravenswood James	<input type="checkbox"/>	<input type="checkbox"/>
Shacklebolt Ariana	<input type="checkbox"/>	<input type="checkbox"/>
Warbeck Seraphina	<input type="checkbox"/>	<input checked="" type="checkbox"/>

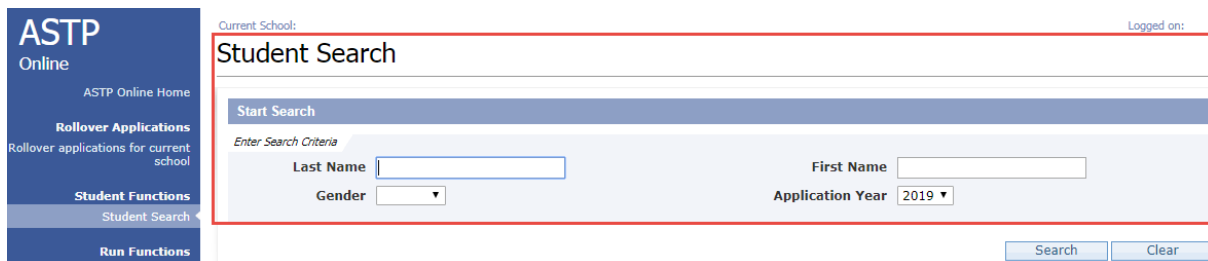
Student search

Anyone with access to ATSP Online can view their students' details throughout the school year. This assists in reviewing student transport information, completing various forms and providing correct information when communicating with ASTP. To search for students, follow the steps below.

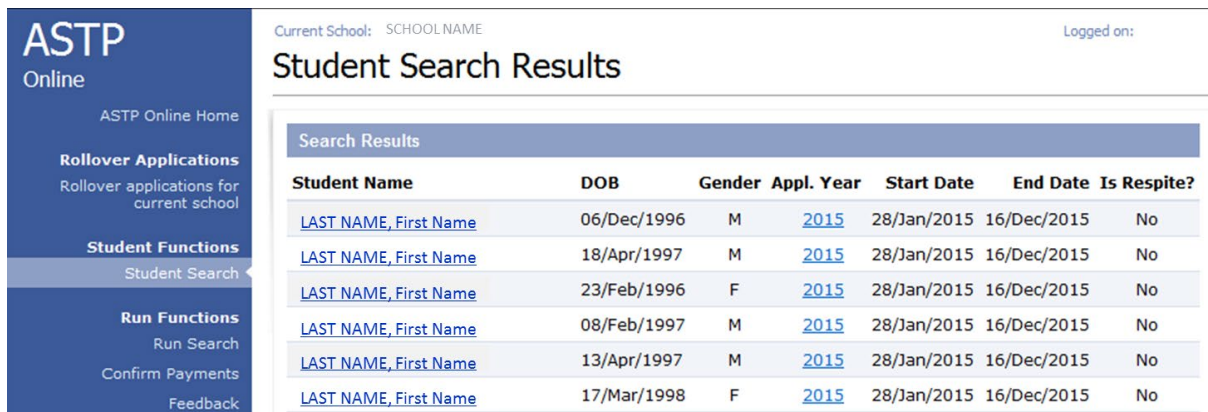
1. In the left menu pane under Student Functions, click on the **Student Search**.



2. In Student Search screen, you can search for and view the student details by **Last Name**, **First Name**, **Gender** and **Application Year**. The Application Year will default to the current academic year.



3. If you wish to **view all of the current students** registered within your school, leave the search fields blank with the exception of the application year and click Search.



4. Once the list of students is displayed, you can click on the blue hyperlinks for either the **Student Name** or the **Application Year** to display further information. The Application Year link will display student information relevant for that year. This information may change over the year in accordance with variation forms that are submitted.

Current School: SCHOOL NAME Logged on:

Student Details

Student Details

Last name	ONE	Student ID	12345
First Name	Student	Date of Birth	06/Dec/1996
Second Name		Gender	M

Parent / Caregiver Details

Carer 1 Name	ONE, Parent	Residential Address	1 Smith Street
Carer 2 Name	,		Sydney NSW 2000
Home Phone	9999 1111	Emergency Contact	P One
Work Phone	0410000000 (Mum)	Contact Phone	9999 1111
Mobile Phone	0420000000 (Dad)		

Application Details

Application

Date Received	11/Jun/2015	Start Date	28/Jan/2015
Application Year	2015	End Date	16/Dec/2015
Application Status	Approved		

School

School Name	SCHOOL NAME	Estimated KMs	12
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Student

Student Name	ONE, Student	Pick-Up/Drop-Off	1 Smith Street
Full-time Student	Yes		Sydney NSW 2000
Disability	SEVERE INTELLECTUAL		

Transport Requirements

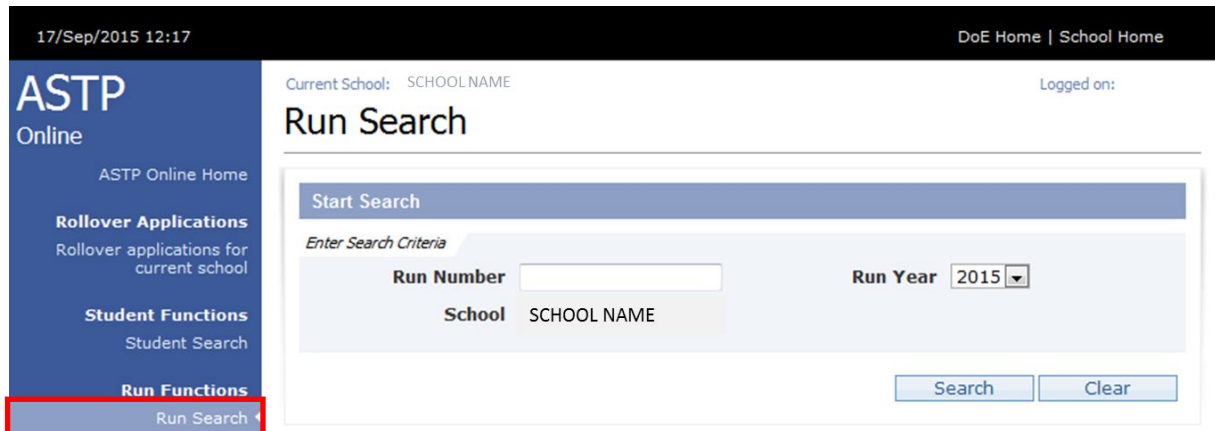
	Mon	Tue	Wed	Thu	Fri
From	08:45	08:45	08:45	08:45	08:45
To	15:00	15:00	15:00	15:00	15:00

Special Needs

Wheelchair	No	ATSO	Yes - Behavioural
Car Seat	No	Travel Training	No
Medical Needs	No		

Run search

- Under the run functions menu, you have access to: **Run Search, Confirm Payments** and **Feedback**.
- If you select **Run Search**, the **Run Year** will automatically default to the current school year. To change the year, select the Run Year drop-down list.



17/Sep/2015 12:17 DoE Home | School Home

ASTP Online

Current School: SCHOOL NAME Logged on:

Run Search

Start Search

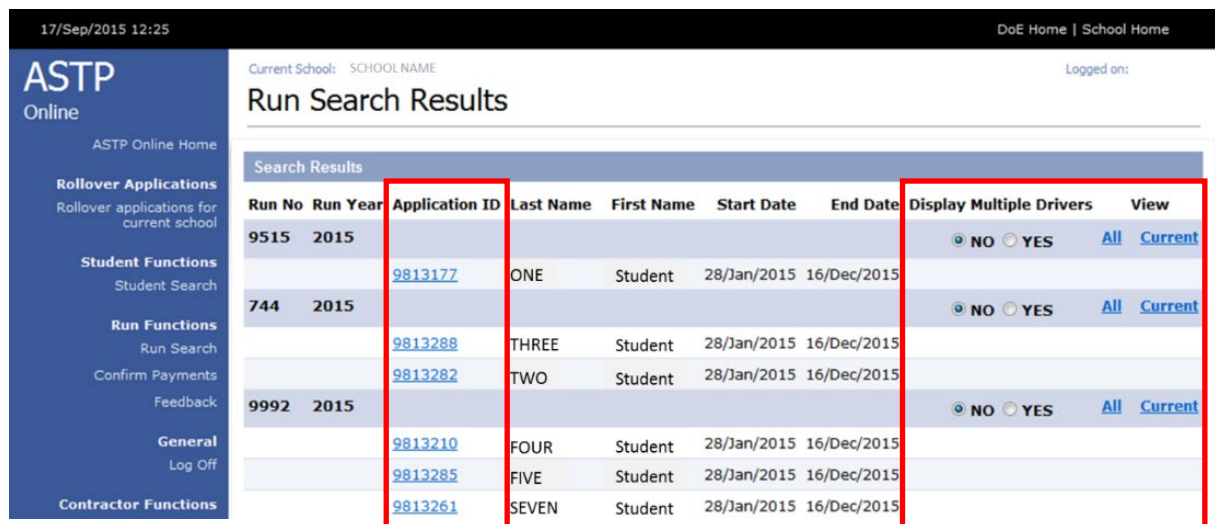
Enter Search Criteria

Run Number Run Year 2015

School SCHOOL NAME

Search Clear

- To search a run, you have the option to type in a specific run number or just click on **Search** to have all of the runs associated with your school displayed.



17/Sep/2015 12:25 DoE Home | School Home

ASTP Online

Current School: SCHOOL NAME Logged on:

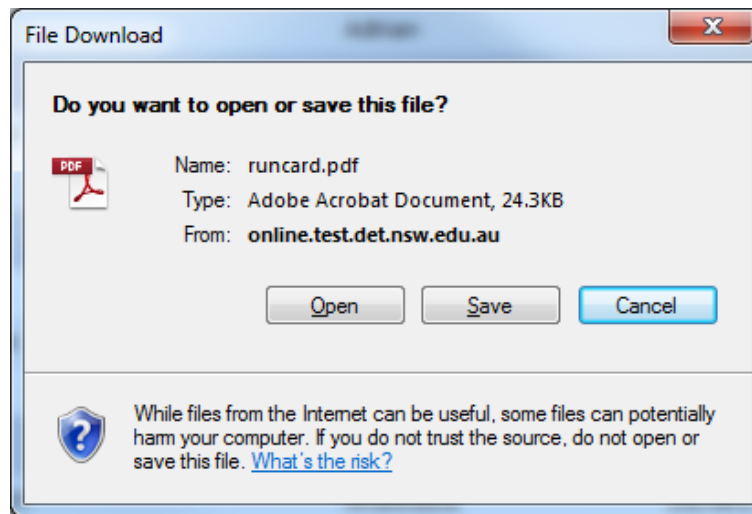
Run Search Results

Search Results

Run No	Run Year	Application ID	Last Name	First Name	Start Date	End Date	Display Multiple Drivers	View
9515	2015	9813177	ONE	Student	28/Jan/2015	16/Dec/2015	<input checked="" type="radio"/> NO <input type="radio"/> YES	All Current
744	2015	9813288	THREE	Student	28/Jan/2015	16/Dec/2015	<input checked="" type="radio"/> NO <input type="radio"/> YES	All Current
		9813282	TWO	Student	28/Jan/2015	16/Dec/2015	<input checked="" type="radio"/> NO <input type="radio"/> YES	All Current
9992	2015	9813210	FOUR	Student	28/Jan/2015	16/Dec/2015	<input checked="" type="radio"/> NO <input type="radio"/> YES	All Current
		9813285	FIVE	Student	28/Jan/2015	16/Dec/2015	<input checked="" type="radio"/> NO <input type="radio"/> YES	All Current
		9813261	SEVEN	Student	28/Jan/2015	16/Dec/2015	<input checked="" type="radio"/> NO <input type="radio"/> YES	All Current

- You can click on the hyperlinked **Application ID** to view the student's application details. The **Display Multiple Drivers** column allows you to view the run card with all of the drivers approved to work on that run.
- Once you have decided to display all drivers or just the primary driver there are two options on how to view the run card. Clicking on **All** to view the run card for the whole year, while clicking on **Current** will display the run card from today onwards.

6. After clicking on the desired view, the **File Download** box will open where you can choose to **open** or **save** the run card to a specific location.



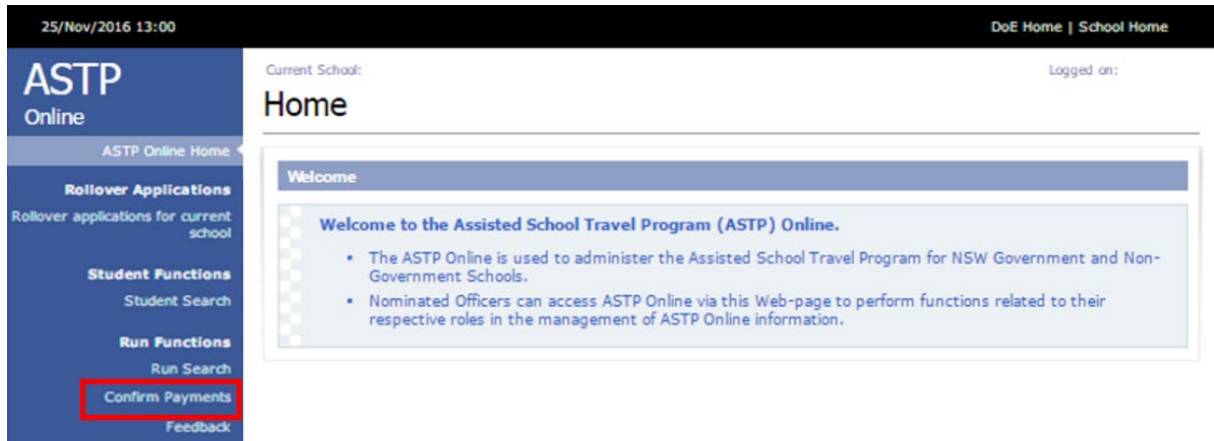
7. There will be some instances where a user will require **access to more than one school**. If you have access to multiple schools, you can switch schools by clicking on 'General' and then select 'Change School'.
8. If your school is not listed, please complete the [technical support form](#).

Accessing pay claims

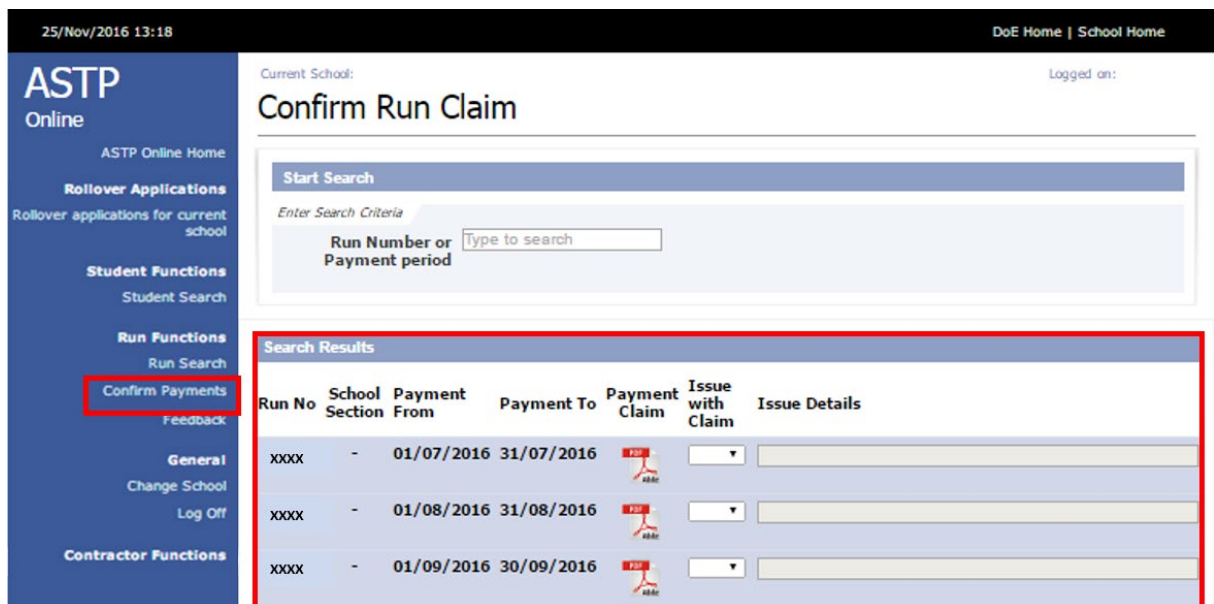
Schools can log into ASTP Online to certify contractor pay claims at any time after the first school day of the month. The ASTP will send an email on the 14th day of the month as a prompt. A reminder email will be automatically sent out on 21st day of the month if there are still pay claims not certified.

Approving a payment of a claims

1. From the home screen, on the left menu, select **Confirm Payments**. The **Confirm Run Claim** screen will open.

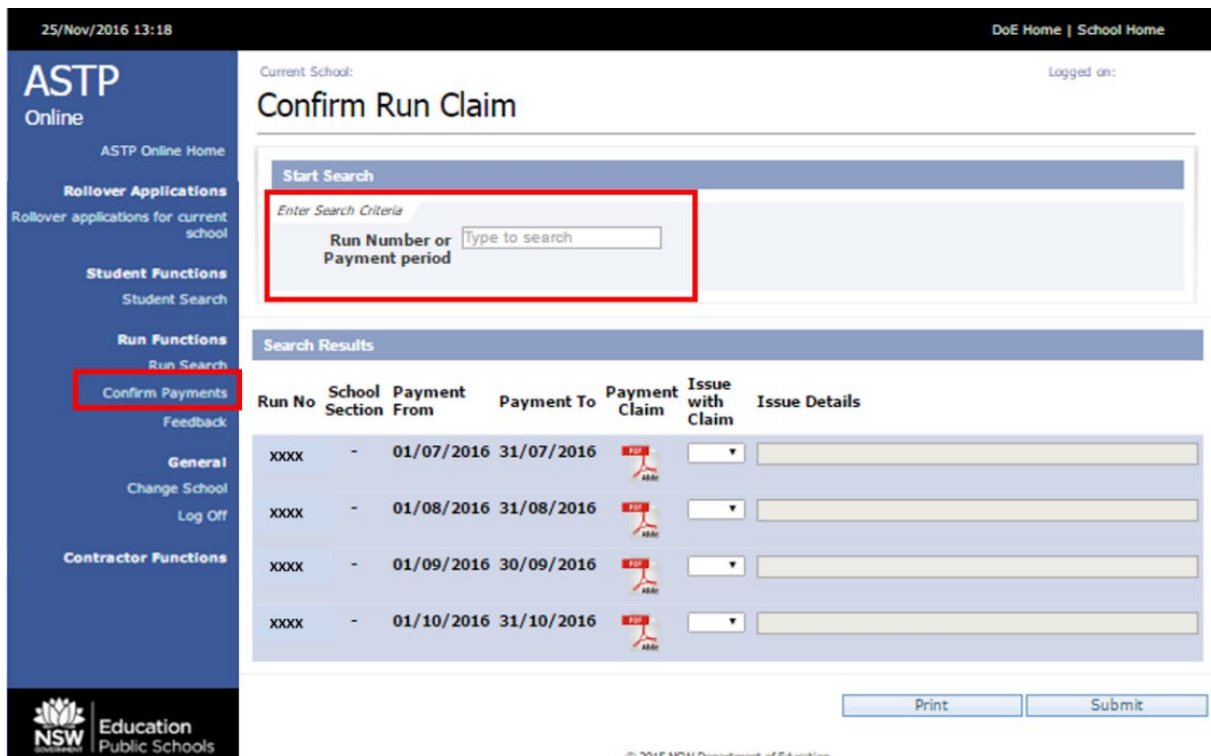


2. Any outstanding claims to be verified will appear in the **Confirm Run Claim** screen. If there are no claims, you will see a message advising there are no claims to verify.



3. If there are many outstanding claims, you can search for a **Run Number** or **Payment Period** from the list. Enter one of the following options in the Search box:

- part of the run number
- whole run number
- part of the payment period
- whole payment period (e.g. 01/01/1901).



25/Nov/2016 13:18 DoE Home | School Home

Current School: Logged on:





Confirm Run Claim

Start Search

Enter Search Criteria

Run Number or Payment period

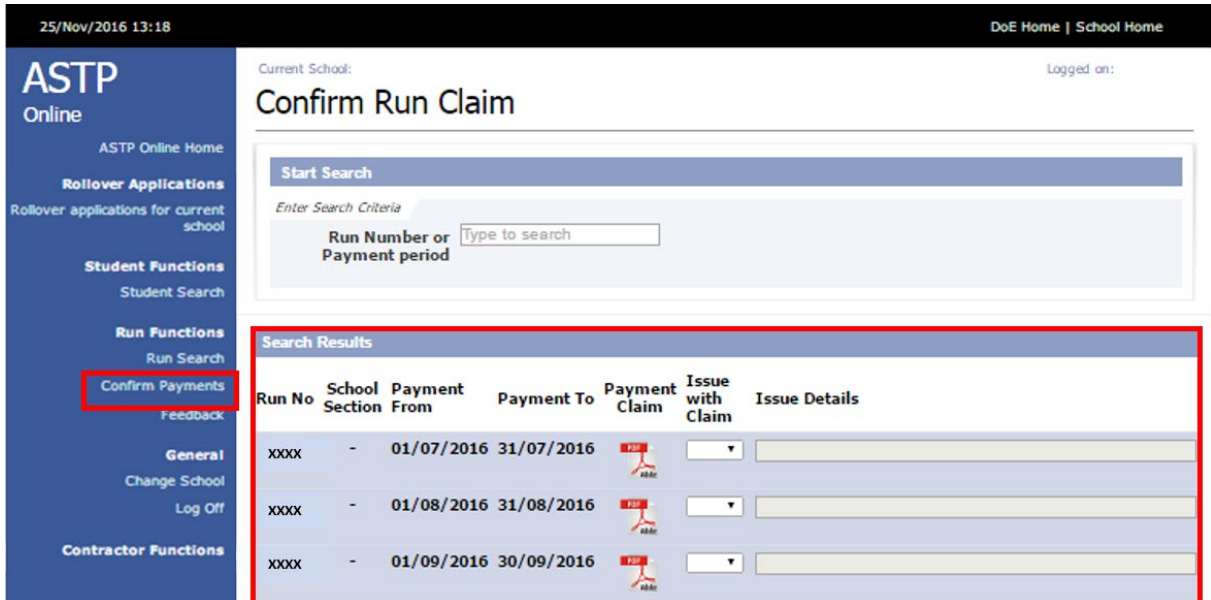
Search Results

Run No	School Section	Payment From	Payment To	Payment Claim	Issue with Claim	Issue Details
XXXX	-	01/07/2016	31/07/2016		<input type="text" value=""/>	<input type="text" value=""/>
XXXX	-	01/08/2016	31/08/2016		<input type="text" value=""/>	<input type="text" value=""/>
XXXX	-	01/09/2016	30/09/2016		<input type="text" value=""/>	<input type="text" value=""/>
XXXX	-	01/10/2016	31/10/2016		<input type="text" value=""/>	<input type="text" value=""/>

Print Submit

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4. Select from the search results the run and payment claim you wish to confirm.



25/Nov/2016 13:18 DoE Home | School Home

Current School: Logged on:




Confirm Run Claim

Start Search

Enter Search Criteria

Run Number or Payment period

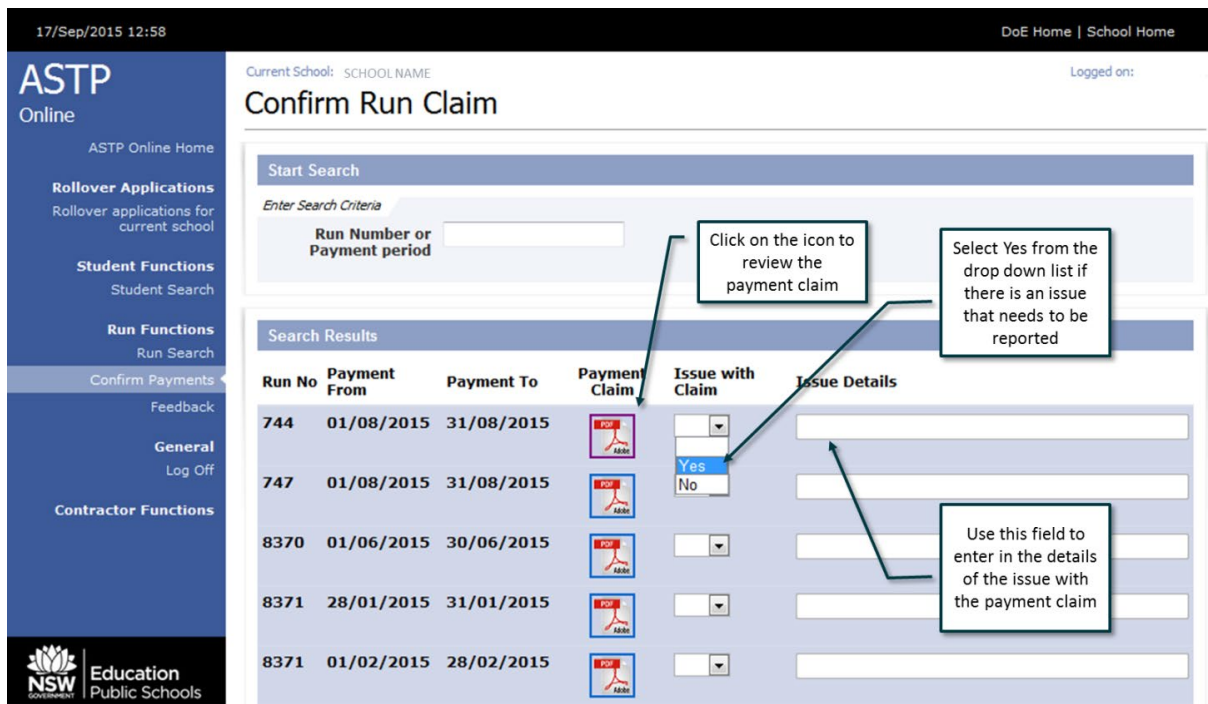
Search Results

Run No	School Section	Payment From	Payment To	Payment Claim	Issue with Claim	Issue Details
XXXX	-	01/07/2016	31/07/2016		<input type="text" value=""/>	<input type="text" value=""/>
XXXX	-	01/08/2016	31/08/2016		<input type="text" value=""/>	<input type="text" value=""/>
XXXX	-	01/09/2016	30/09/2016		<input type="text" value=""/>	<input type="text" value=""/>

5. Within the **Confirm Payments** menu option you can review and confirm the contractor payment claims for each of the runs. You can click on the Adobe Acrobat icon to download and view the claim form.

6. If there is an issue with the claim, you can select **Yes** from the drop-down box and enter in the details of the issue before submitting the confirmation. If there are no issues, you select **No** from the drop-down box.

Note: The **Issue Details** text box is intended for a short description. Should you wish to provide further information please email finance.astp@det.nsw.edu.au.



17/Sep/2015 12:58 DoE Home | School Home

ASTP Online

Current School: SCHOOLNAME Logged on:






Confirm Run Claim

Start Search

Enter Search Criteria

Run Number or Payment period

Search Results

Run No	Payment From	Payment To	Payment Claim	Issue with Claim	Issue Details
744	01/08/2015	31/08/2015		<input type="text"/>	<input type="text"/>
747	01/08/2015	31/08/2015		<input type="text"/>	<input type="text"/>
8370	01/06/2015	30/06/2015		<input type="text"/>	<input type="text"/>
8371	28/01/2015	31/01/2015		<input type="text"/>	<input type="text"/>
8371	01/02/2015	28/02/2015		<input type="text"/>	<input type="text"/>

7. After reviewing and updating the run claims with the relevant information, you will be required to submit the confirmation by scrolling to the bottom of the claim form and clicking on **Submit**.

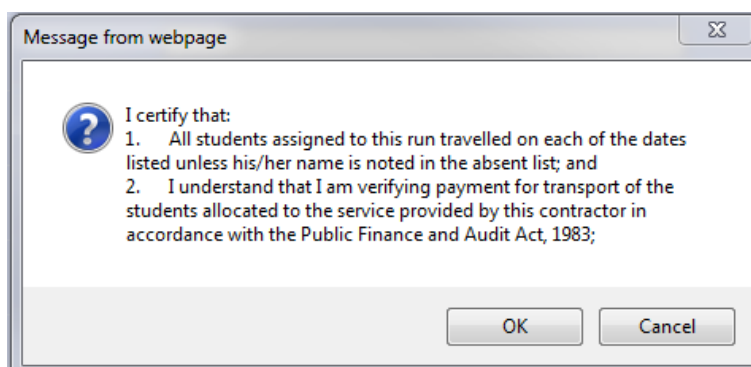


9515 01/05/2015 31/05/2015 

9992 01/05/2015 31/05/2015 

Print Submit

8. A warning message will appear. Click **OK** to submit or **Cancel** to continue working.
Note: Once you click **OK** all payment claims will be submitted and will disappear from the **Search Results** list.



Message from webpage

I certify that:

1. All students assigned to this run travelled on each of the dates listed unless his/her name is noted in the absent list; and
2. I understand that I am verifying payment for transport of the students allocated to the service provided by this contractor in accordance with the Public Finance and Audit Act, 1983;

OK Cancel

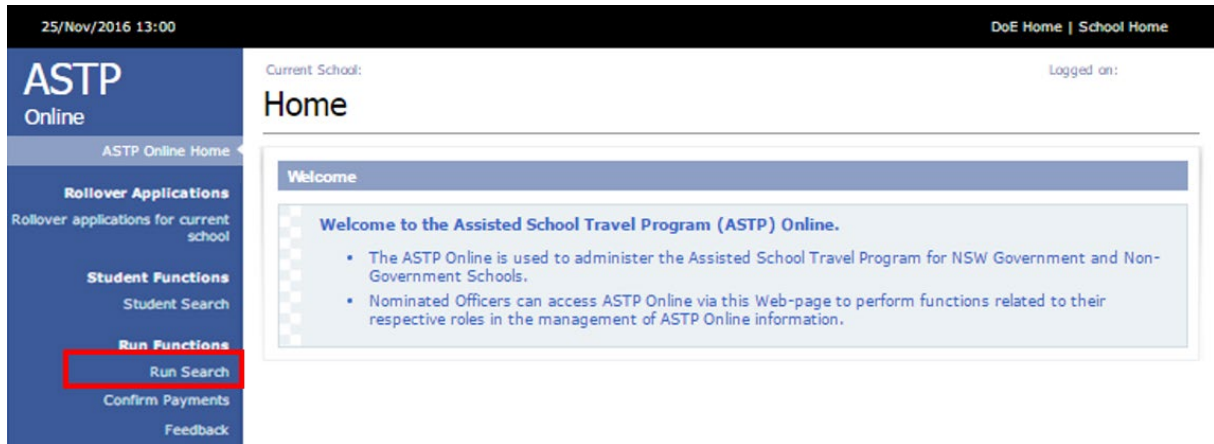
CONTRACTOR PAYMENT CLAIM FORM

Run No: XXX	Contractor Name: XXX XXXXXXXX	Vendor No: XXX XXX					
School(s): XXX XXX School	Transport Area: XXX XXX XXX XXX						
Run Date	ATSO	Loaded Kms	Vehicle	Calculated Payment	Student(s) absent	ATSO Name	Driver's Name
02/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx	Harley KEENER	Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
03/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx	Harley KEENER	Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
04/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
05/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
06/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Harley KEENER, Donald BLAKE, John JAMESON	
09/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
10/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
11/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
12/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
13/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
16/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
17/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
18/Mar/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
19/Mar/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
20/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
23/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx	Harley KEENER	Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
24/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
25/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
26/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
27/Feb/2015	am	Yes	15.50	Sedan	\$xxx.xx		Donald BLAKE, John JAMESON
	pm	Yes	15.50	Sedan		Donald BLAKE, John JAMESON	
Total				XXXX.XX			
Unforeseen variation to run, other than absences An accident occurred on the afternoon of 26/02/15 resulting in a detour incurring 5km extra.							

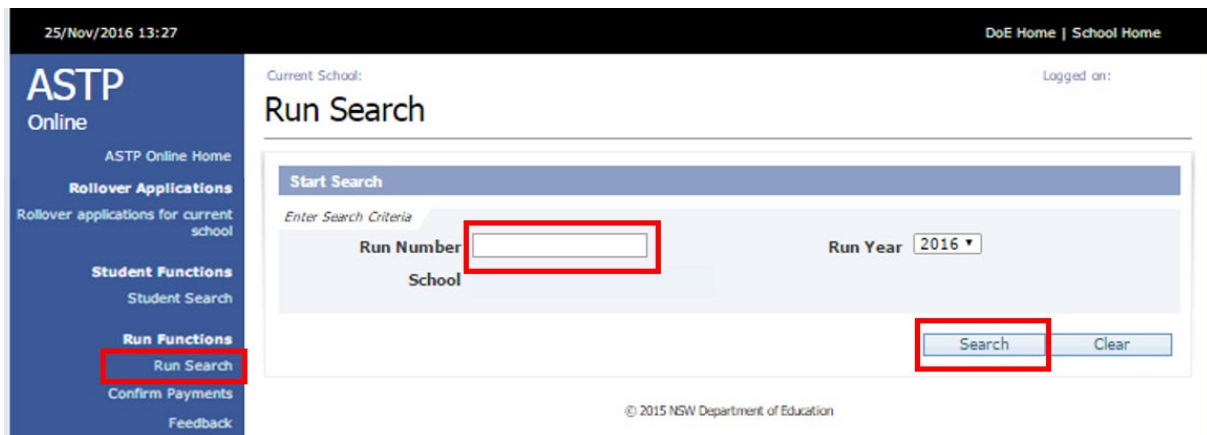
- Once you have reviewed all the payment claims and confirmed that the information is accurate and all issues have been identified, click **Submit** (ASTP will send you a PDF copy of the endorsed payment claim).
- ASTP will send an email confirmation to the nominated school email address along with a PDF copy of the endorsed payment claim.

Viewing a run card

- From the **ASTP Online** home screen select the **Run Search** option. The **Run Search** view will open.



- To search for a run, enter the whole run number or click Search to view all runs. The Run Search screen will open.



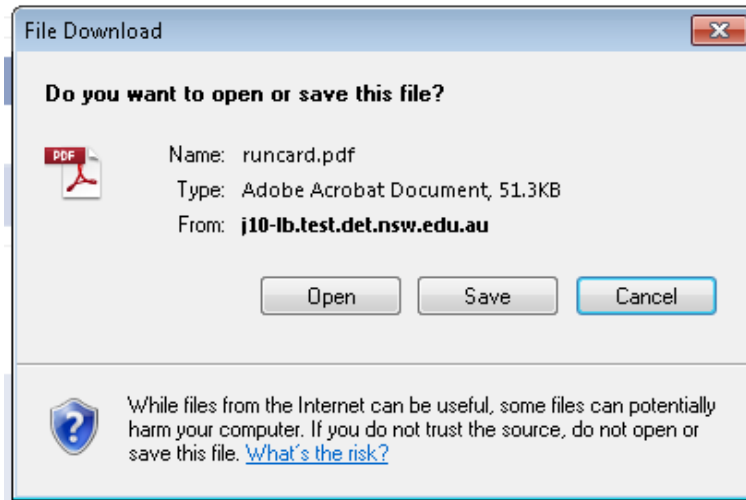
- On the **Run Search Results** screen select the run you want to view from Search Results
 - To display more than one driver select **Display Multiple Driver** and click on **Yes**. Then select **Generate Run Card**.
 - If you don't wish to see multiple drivers displayed, then click on **No**.

Current School: SCHOOL NAME Logged on: User Name


Run Search Results

Run No	Run Year	Application ID	Last Name	First Name	Start Date	End Date	Display Multiple Drivers	View Run Card
14	2016	00000000	SMITH	John	01/Apr/2016	01/Jul/2016	<input type="radio"/> NO <input checked="" type="radio"/> YES	All Year From Today
111111	2016	00000000	BLAKE	Donald	28/Jan/2016	16/Dec/2016	<input type="radio"/> NO <input checked="" type="radio"/> YES	All Year From Today
					28/Jan/2016	16/Dec/2016		

- When the **File Download** box appears, select either Open, Save or Cancel. A PDF version of the run card will be generated.



SENSITIVE: PERSONAL



Assisted School Travel Program
1300 338 278 (toll free)
contractors.astp@det.nsw.edu.au

Run Card (Run No 0000)

Please be advised: This run card is valid from the date of issue below. Please securely destroy any previous run card you may have. The Assisted School Travel Program (ASTP) will advise you of any changes to this run by email, and daily monitoring of your email account is recommended. For additional information please contact the ASTP on 1300 338 278 or visit the website at <https://education.nsw.gov.au/public-schools/astp>

Contractor Name : Assisted School Travel Program **Date :** 09/01/2018
Contractor Address : Locked Bag 7009, WOLLONGONG EAST **File No :** PROJ18/8888
Work Phone No : 1300 338 278 **Vendor No :** 01000112000
Email : generalenquiries.astp@det.nsw.edu.au **ABN :** 12345678910

Vehicle used
Vehicle: Rego No: ASTP18 **Make:** KIA **Model:** AS18 **No. Seats:** 7 **W/C Spaces:** 0 **Hoist:** N **Ramp:** N
Pay Rate: W/C 1-3 **Type:** People Mover **Start Date:** 28/01/18 **End Date:** 30/01/18

Driver details
Driver: **Name:** Elijah Affleck **Address:** 5 Orange St PARKES 2870 **Phone No:** 1300 338 278 **Mobile No:** 1300 338 278

ATSO details
ATSO: **Name:** Lisa Lopes **Address:** 8 Apple St PARKES 2870 **Phone No:** 1300 338 278 **Mobile No:** 1300 338 278

School details
School Details: Assisted Travel School **Email Address:** generalenquiries.astp@det.nsw.edu.au **Phone No:** 1300 338 278
Address: 77 Pear St Parkes 2870 **School Code:** 1234
School open/close times: MON:09:05/15:00 TUE:09:05/15:00 WED:09:05/15:00 THU:09:05/15:00 FRI:09:05/15:00 **Transport area:** Orange

TRANSPORT REQUIRED: 12/Feb/2018 (Monday) to 28/Feb/2018

Student Name	Address	Phones	Transport Requirements	Mo	Tu	We	Th	Fr	Car Seat	WC	ATSO	D.O.B	File No-ID
Jessie J	9 Kiwi St PEAK HILL 2869	1300 338 278	After school care	Full	Full	Full	Full	Full	N	W	M	09/08/07	PROJ18/1888
	Seat belt buckle cover required for transport.		Part-day attendance										
Steven S	18 Papaya St PARKES 2870	1300 338 278		PM	AM	AM	AM	PM	N	F	B	25/10/05	PROJ18/1889

Privacy Notice: The information provided on the Student Transport Run Card is for the purpose of administering ASTP services. This information will also be provided to the student's school, other schools whose students use the same transport run, Roads and Maritime Services, emergency service personnel, and the Department of Family and Community Services for the purposes of assisting in the care and protection of children. The information on this form is confidential and must not be provided to unauthorised persons without written approval from the Department of Education. The driver shall not, without the prior written consent of the Director, Assisted School Travel Program, release personal information, or provide any statement, in respect of any student. Personal information of students will be held by the ASTP and may be corrected by schools completing a variation form.

Type of ATSO required – behaviour (B) or medical (M) needs of student

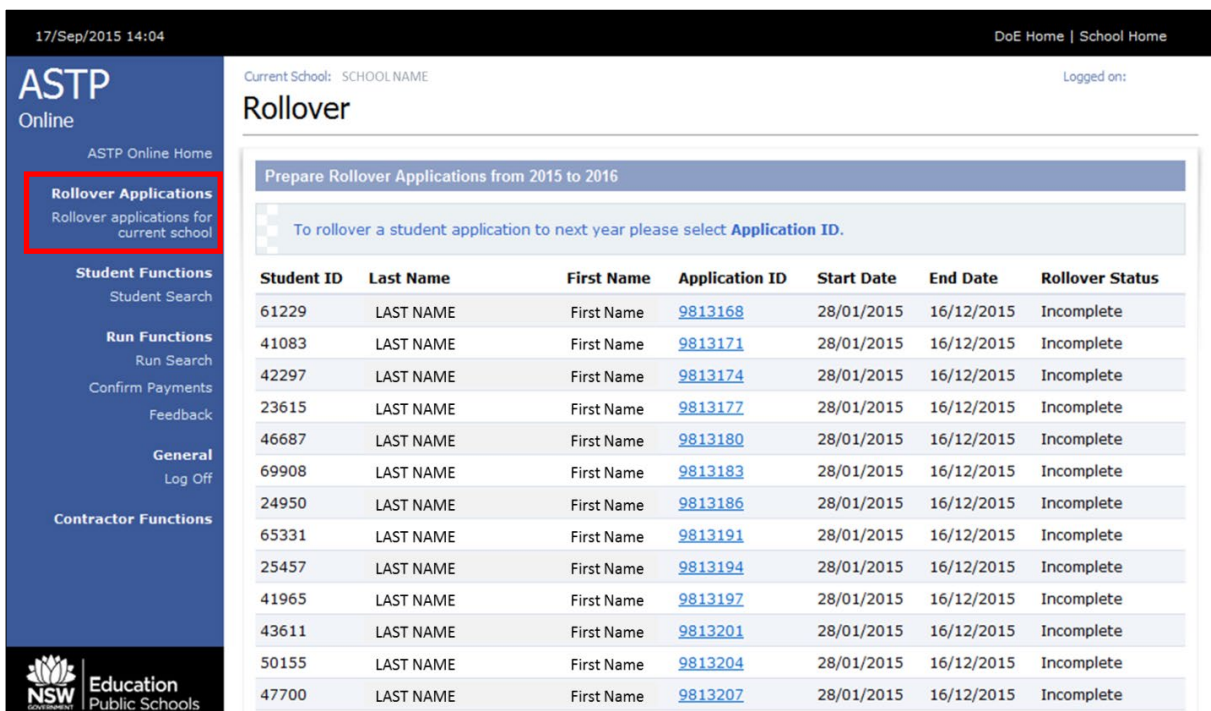
Car seat and wheelchair requirements – travel in wheelchair (W) or folding wheelchair (F)

Rollover applications

ASTP begins the rollover process in September each year to prepare for transport for the next school year. As part of the rollover preparation, schools are asked to review students currently accessing transport through ASTP and provide advice on the rollover status of each of their students.

To access the list of students for rollover, select the menu item **Rollover applications for current school** found under the **Rollover Applications** on the left side of the screen.

The current list of students is displayed.



17/Sep/2015 14:04 DoE Home | School Home

ASTP Online
ASTP Online Home

Rollover Applications
Rollover applications for current school

Current School: SCHOOL NAME Logged on:

Rollover

Prepare Rollover Applications from 2015 to 2016

To rollover a student application to next year please select **Application ID**.

Student ID	Last Name	First Name	Application ID	Start Date	End Date	Rollover Status
61229	LAST NAME	First Name	9813168	28/01/2015	16/12/2015	Incomplete
41083	LAST NAME	First Name	9813171	28/01/2015	16/12/2015	Incomplete
42297	LAST NAME	First Name	9813174	28/01/2015	16/12/2015	Incomplete
23615	LAST NAME	First Name	9813177	28/01/2015	16/12/2015	Incomplete
46687	LAST NAME	First Name	9813180	28/01/2015	16/12/2015	Incomplete
69908	LAST NAME	First Name	9813183	28/01/2015	16/12/2015	Incomplete
24950	LAST NAME	First Name	9813186	28/01/2015	16/12/2015	Incomplete
65331	LAST NAME	First Name	9813191	28/01/2015	16/12/2015	Incomplete
25457	LAST NAME	First Name	9813194	28/01/2015	16/12/2015	Incomplete
41965	LAST NAME	First Name	9813197	28/01/2015	16/12/2015	Incomplete
43611	LAST NAME	First Name	9813201	28/01/2015	16/12/2015	Incomplete
50155	LAST NAME	First Name	9813204	28/01/2015	16/12/2015	Incomplete
47700	LAST NAME	First Name	9813207	28/01/2015	16/12/2015	Incomplete

NSW Education Public Schools

You are required to review the eligibility and information for each student before rolling the student over for the next academic year.

To review the student information in their application, click on the **Application ID**. A window with the student's application details will appear.

You must review each student application individually. However, you can access and review the students in any order.

Each student application will have three options at the bottom to further process the student in the list:

1. Student not returning (i.e. student leaving school)
2. Change of details (i.e. student has changed information)

3. Student to continue (i.e. student has not changed information and is continuing).

ASTP
Online

ASTP Online Home


Rollover Applications
Rollover applications for current school

Student Functions
Student Search

Run Functions
Run Search
Confirm Payments
Feedback

General
Log Off

Contractor Functions



Application Details

Application

Application Year	2015	Start Date	28/Jan/2015
Application Status	Approved	End Date	16/Dec/2015

School

School Name SCHOOL NAME

Student Details

Last name	LAST NAME	Student ID	61229
First Name	First Name	Date of Birth	15/Aug/2003
Second Name		Gender	F
Full-time Student	Yes	Disability	MODERATE INTELLECTUAL

Parent / Caregiver Details

Carer 1 Name	LAST NAME, First Parent	Residential Address	8 King Street
Carer 2 Name	LAST NAME, Second Parent		SYDNEY NSW 2000
Home Phone	0400 000 001	Emergency Contact	Unknown
Work Phone	Unknown	Contact Phone	Unknown
Mobile Phone	0400 000 002		

Transport Details

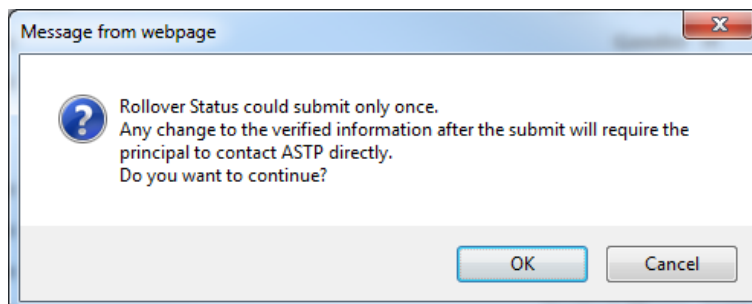
Start	End	Transport Requirements	Mon	Tue	Wed	Thu	Fri

Special Needs

Wheelchair	No	ATSO	No
Car Seat	No	Travel Training	No
Medical Needs	No		

Student not returning

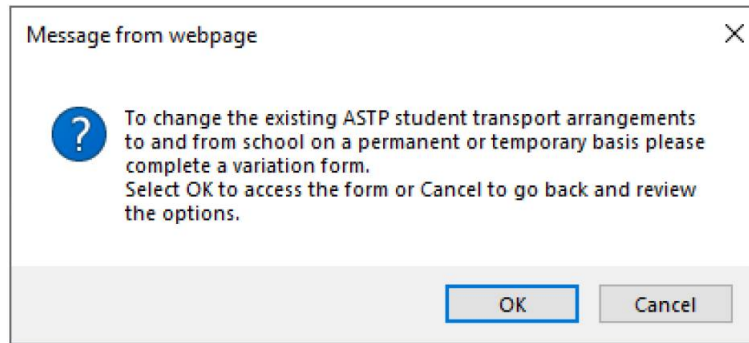
If the student will not be attending your school next year, click on the button **Student not returning**. A warning message will be displayed before the student is processed. Once the **OK** button is clicked the student rollover status will change from **Incomplete** to **Removed**.



Change of details

If the student is continuing at the school in the following year but the transport requirements are different to those listed, click on the **Change details** button.

The warning message will prompt the user again before completing the action.



Once clicking **OK** you will be directed back to the student listing page where the rollover status will have changed from **Incomplete** on the right hand side of the page to **Completed**.

In addition, you will be directed to the ASTP website's [Variation and change requests](#) page which will provide instructions on submitting a variation or change request form.

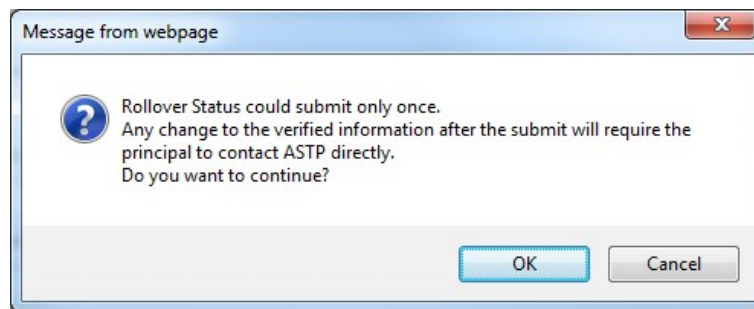
Please follow the instructions on form for how to complete and submit to the ASTP for processing.

Once we receive the completed form the changes may not come into effect until the end of term four.

Student to continue

When a student plans to continue to attend the same school next year, and the transport details remain as displayed on their application details, click on the button **Student to Continue** button.

The warning message will prompt the user again before completing the action.



Student applications can be processed over multiple visits to ASTP Online.

Applications that have been processed and submitted will no longer be accessible. The rollover status will have changed from **Incomplete** on the right hand side of the page to either **Removed** or **Completed**.

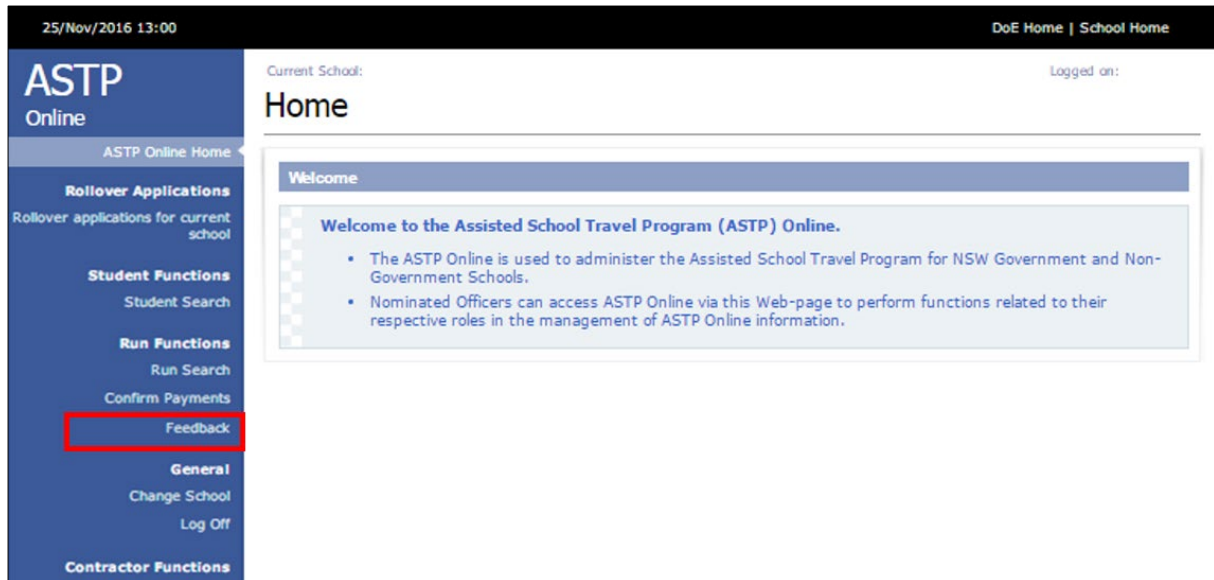
Student ID	Last Name	First Name	Application ID	Start Date	End Date	Rollover Status
61229	LAST NAME	First Name	9813168	28/01/2015	16/12/2015	Removed
41083	LAST NAME	First Name	9813171	28/01/2015	16/12/2015	Removed
42297	LAST NAME	First Name	9813174	28/01/2015	16/12/2015	Completed
23615	LAST NAME	First Name	9813177	28/01/2015	16/12/2015	Completed
46687	LAST NAME	First Name	9813180	28/01/2015	16/12/2015	Completed
69908	LAST NAME	First Name	9813183	28/01/2015	16/12/2015	Incomplete
24950	LAST NAME	First Name	9813186	28/01/2015	16/12/2015	Incomplete
65331	LAST NAME	First Name	9813191	28/01/2015	16/12/2015	Incomplete
25457	LAST NAME	First Name	9813194	28/01/2015	16/12/2015	Incomplete
41965	LAST NAME	First Name	9813197	28/01/2015	16/12/2015	Incomplete
43611	LAST NAME	First Name	9813201	28/01/2015	16/12/2015	Incomplete
50155	LAST NAME	First Name	9813204	28/01/2015	16/12/2015	Incomplete
47700	LAST NAME	First Name	9813207	28/01/2015	16/12/2015	Incomplete

Each year, ASTP publishes a timetable for processing applications. We hope that schools will be able to work within that timetable to complete processing.

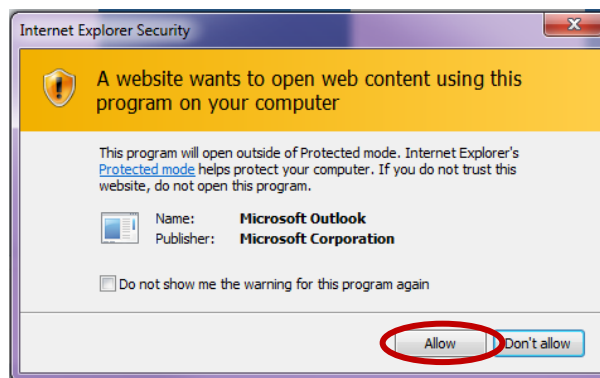
The timetable will include a cut-off point after which schools will lose the ability to indicate remaining requirements, if any, and detailed rollover processing will begin.

Submitting feedback

1. Click on **Feedback** on the left side of the screen.



2. A message requesting permission to open the page will appear. Click **Allow**. To avoid this prompt appearing again, tick '*Do not show me the warning for this program again*'.



3. The email compose window will open for your comments. Enter your feedback and send to ASTP.

Technical support

Should you encounter any issues, please visit our [technical support page](#). Should you wish to contact the ASTP on other matters, especially student specific details, please call 1300 338 278 or email schools.astp@det.nsw.edu.au.