



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

Pokapū Waka Kura

Change of information request for a SESTA student
User guide

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Introduction

The School Transport Hub | Pokapū Waka Kura is a secure online portal that schools use to submit school transport assistance information and applications to the Ministry of Education and to view their school transport payments.

This user guide is designed to support you, as a school user, to complete and submit change of information request via the School Transport Hub | Pokapū Waka Kura.

Audience

- School user

How to get access to the School Transport Hub|Pokapū Waka Kura portal

Prerequisites

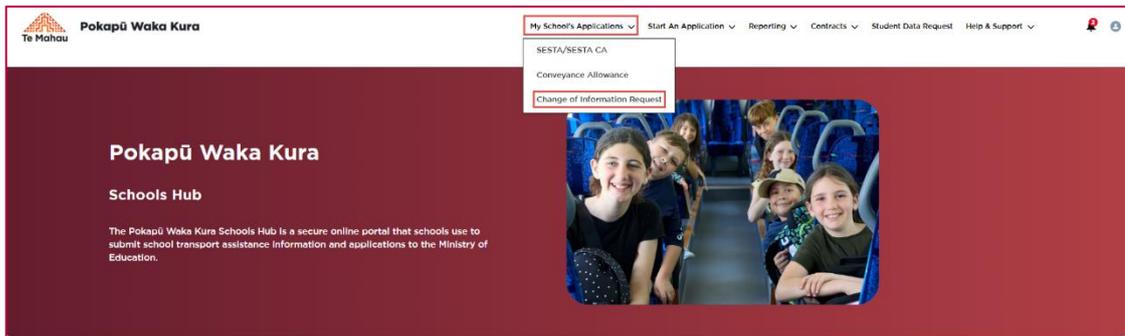
- Education Sector Login (ESL) account.
- Pokapū Waka Kura School User role added to your ESL account.
- Google Chrome browser.
- Logged into Pokapū Waka Kura school portal.

Steps

1. Each school has a Delegated Authoriser (DA) for ESL who can add certain roles to your ESL account. Locate your school's DA for ESL. If you are unsure who your school's DA is, contact the Ministry of Education Service Desk on 0800 422 599 or email service.desk@education.govt.nz.
2. Ask your DA to add the 'Pokapū Waka Kura School User' role to your ESL account.
3. Once they have done this, wait 10 minutes before you attempt to log into Pokapū Waka Kura.

How to access a Change of Information request for a SESTA student

1. Navigate to 'My School's Applications' and click on 'Change of Information Request'.



2. Two list views will appear:

- a. Active SESTA Services
- b. Active Conveyance Allowance Services

Active SESTA Services (21)					
Service Name	Student First Name	Student Last Name	Date of Birth	Type of Assistance	
1 SD-00013019				Vehicle	
2 SD-00013020				Vehicle	
3 SD-00013045				Vehicle & Conveyance Allow...	
4 SD-00013032				Conveyance allowance	
5 SD-00013017				Vehicle & Conveyance Allow...	
6 SD-00013014				Vehicle	
7 SD-00013030				Vehicle	
8 SD-00013097				Vehicle	
9 SD-00013038				Vehicle	
10 SD-00013016				Vehicle & Conveyance Allow...	

Active Conveyance Allowance Services (4)					
Service Name	Student First Name	Student Last Name	Date of Birth	Type of Assistance	
1 SD-00013011				Conveyance allowance	
2 SD-00013103				Conveyance allowance	
3 SD-00013102				Conveyance allowance	
4 SD-00013028				Conveyance allowance	

How to complete a Change of Information request for a SESTA student (non-shared custody)

1. Navigate to the 'Active SESTA Services' list.

Active SESTA Services (101)						Q Search this list...	▼			
Service Name	▼	Student First Name	↑	▼	Student Last Name	▼	Date of Birth	▼	Type of Assistance	▼
1									Vehicle & Conveyance Allow...	
2									Vehicle	
3									Vehicle	
4									Conveyance allowance	

2. You can sort the list by clicking on a column heading or by entering the student's first name or last name or both into 'Search this list' field.

Active SESTA Services (101)						Q Search this list...	▼			
Service Name	▼	Student First Name	↑	▼	Student Last Name	▼	Date of Birth	▼	Type of Assistance	▼
1									Vehicle & Conveyance Allow...	
2									Vehicle	
3									Vehicle	
4									Conveyance allowance	

For example, when you enter 'Mary' into the 'Search this list' field, the list will display all students who have 'Mary' in their first name or last name.

Active SESTA Services (1)						Q Mary	▼			
Service Name	▼	Student First Name	↑	▼	Student Last Name	▼	Date of Birth	▼	Type of Assistance	▼
1		Mary							Vehicle	

Change of Information request for a SESTA student

3. You can also search for students by using the Filter button.

The screenshot shows the 'Active SESTA Services (101)' interface. At the top right, there is a search bar with the text 'Search this list...' and a blue filter icon. Below the search bar is a table with columns: Service Name, Student First Name, Student Last Name, Date of Birth, and Type of Assistance. To the right of the table is a filter configuration panel with three sections: 'Field' (a dropdown menu), 'Operator' (a dropdown menu), and 'Value' (a text input field). Below these sections are two buttons: 'Apply Filter' and 'Clear Filters'. A red box highlights the blue filter icon in the top right corner.

For example, to find a student whose last name is 'Rober':

- select 'Student Last Name' in the 'Field' dropdown
- select the option 'Contains' in the 'Operator' field
- enter 'Rober' in the 'Value' field

The screenshot shows the 'Active SESTA Services (102)' interface. The filter configuration panel on the right is now populated: the 'Field' dropdown is set to 'Student Last Name', the 'Operator' dropdown is set to 'Contains', and the 'Value' text input field contains the text 'rober'. The 'Apply Filter' and 'Clear Filters' buttons are still visible. A red box highlights the filter configuration panel.

4. Click the 'Apply Filter' button and the list will display with any students who have 'Rober' in their last name.

The screenshot shows the 'Active SESTA Services (102)' interface. The filter configuration panel on the right is still visible. The 'Apply Filter' button is now highlighted with a red box, indicating it should be clicked.

5. Click on the blue hyperlink against the student's name in the 'Service Name' column.

The screenshot shows the 'Active SESTA Services (2)' interface. The search bar at the top right now contains the text 'rober'. The table below shows two rows of results. The first row has a blue hyperlink 'SD-00017007' in the 'Service Name' column, which is highlighted with a red box. The second row has a blue hyperlink 'SD-00016829' in the 'Service Name' column, also highlighted with a red box.

6. The Change of Information request introduction page will display.

Change of Information request

School

When should this form be completed?

This form needs to be completed as early as possible for any changes in the circumstances of the student. This includes, for example, changes in safety or mobility needs, changes to caregiver information, changes in bank account information etc.

When should this form **not be completed?**

- Change to enrolling school - this requires a new application to be completed
- Request to suspend a SESTA service - email these requests directly to school.transport@education.govt.nz

Reminder

Before completing this form, you'll need to know:

- the school location(s) that the student is attending.
- the student's itinerary. The itinerary information listed for the student is their existing itinerary, you'll need to update this as required.

We aim to process changes to student's information within 20 working days.

For assistance with your Change of Information request, please contact School Transport:
[0800 287 272](tel:0800287272) or school.transport@education.govt.nz

[Start](#)

7. Click on the 'Start' button and the Change of Information request will open.

Service Type

1. The 'Service type' section will display your student's current 'Type of assistance requested'.
2. To request a change to the type of assistance, click on the 'Edit' button and select from the dropdown arrow.

Change of Information request

School

For changes to student's address(es) and/or attended site(s), you may also need to update Itinerary information.

Service type

Service type

Type of assistance requested

Vehicle & Conveyance Allowance

Edit

3. Click on 'Done' to save the request and continue completing the form.

Student information

1. Click on the down arrow next to 'Student information'. Select the 'Edit' button to make changes to the student's information.

The screenshot shows a web form titled 'Student information' with a dropdown arrow on the left. The form is divided into two main sections: 'Student details' and 'Address details'. The 'Student details' section includes fields for First name(s), Middle name, Last name, Date of birth, Gender, School year of student (set to 'Year 4'), and National student number (NSN). The 'Address details' section includes a question: 'Is this student in a shared custody arrangement? i.e., they has more than one residential address?' with the answer 'No'. Below this are fields for Primary Residential Address, Respite Address 1, and Respite Address 2. A blue 'Edit' button with a pencil icon is located in the top right corner of the form area.

Note:

- If you change the answer to the question 'Is this student in a shared custody arrangement?' to 'Yes', then please move to [How to complete Change of Information request for a SESTA student \(Shared custody\)](#)'.
 - If the student's Date of Birth is recorded incorrectly, you'll need to school.transport@education.govt.nz with the correct date of birth.
 - Student addresses are 'tied' to Caregiver addresses e.g. if you update a student's primary residential address, this will automatically change the Caregiver's primary residential address in Pokapū Waka Kura.
2. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Enrolling school details

1. Your student's 'Enrolling school' cannot be updated through a Change of Information request. A change to Enrolling school requires a new application to be completed.
2. The Regional Ministry of Education office information is automatically populated based on the school's location except for Enrolling schools in the Auckland region. Where your student's Enrolling school is in the Auckland region, select the 'Edit' button and select the correct regional office from the dropdown.

▼ Enrolling school details

Enrolling school
[Redacted] School [Edit](#)

Regional Ministry of Education office
[Redacted]

Does the student attend a different site to the enrolling school? e.g. a satellite location
Yes

Select the attended site
[Redacted]

Will the student require transport to another attended site?
No

▼ Enrolling school details

Enrolling school
[Redacted] School

Regional Ministry of Education office
Select an Option ▼
Auckland:Henderson
Auckland:Botany
Auckland:Albany

Does the student attend a different site to the enrolling school? e.g. a satellite location

Will the student require transport to another attended site?

[Cancel](#) [Done](#)

Change of Information request for a SESTA student

3. If your student is attending a different site to the Enrolling school, select 'Yes' and enter the attended site. Otherwise, select 'No'.
4. If service type is 'Vehicle' or 'Vehicle & Conveyance allowance', you need to answer the question, 'will the student require transport to another attended site?' (a second attended site) select 'Yes' and enter the attended site. Otherwise, select 'No'.

▼ Enrolling school details

Enrolling school
School

Regional Ministry of Education office

Does the student attend a different site to the enrolling school? e.g. a satellite location

Yes

Select the attended site

Will the student require transport to another attended site?

Yes

Select the second attended site

5. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Assistance needs

Note: The 'Assistance needs' section will not display where the type of assistance requested is a Conveyance Allowance.

1. Click on the down arrow next to 'Assistance needs'. Select the 'Edit' button to make changes and select the appropriate answer.

▼ Assistance needs

[Edit](#)

Type of vehicle needed

Total Mobility Vehicle (TMV wheelchair accessible)

If a wheelchair is to be transported, please provide height, weight and width specifications (noting whether foldable or powered).
height, weight and width

Please specify if the wheelchair has any of the below features.

Is specialist vehicle equipment required? E.g. safety harness.
Yes

Does the student's behaviour pose a risk to themselves or others while on a vehicle service?
No

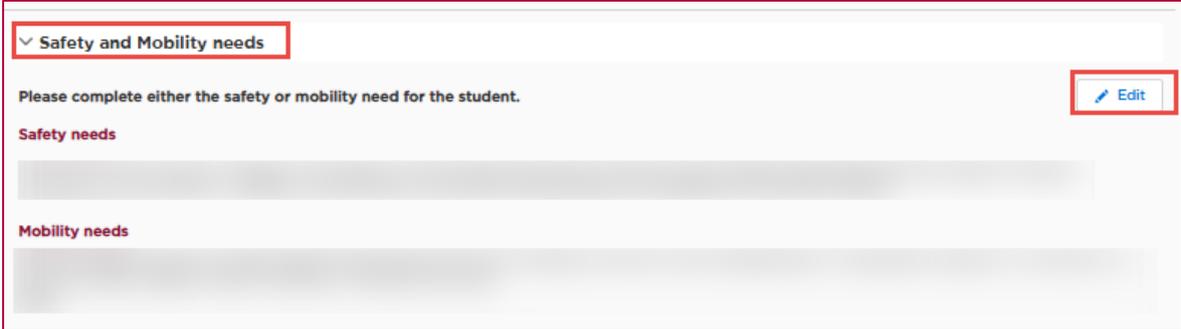
Does the student have a medical or physical condition that may require assistance while on a vehicle service? E.g. epilepsy
Yes

Does the student require solo transport?
Yes

2. You will be required to review or complete a Safe travel plan if you have answered 'Yes' to any of the following four questions:
 - Is specialist vehicle equipment required? E.g. safety harness?
 - Does the student's behaviour pose a risk to themselves or others while on a vehicle service?
 - Does the student have a medical or physical condition that may require assistance while on a vehicle service? E.g. epilepsy
 - Does the student require solo transport?
3. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Safety and Mobility needs

1. You are required to complete either Safety Needs, Mobility Needs, or both.
2. Click on the down arrow next to 'Safety and Mobility needs'. Select the 'Edit' button to make changes.



The screenshot shows a web interface for editing student information. At the top, there is a dropdown menu labeled 'Safety and Mobility needs' with a downward arrow. Below this, a text prompt reads: 'Please complete either the safety or mobility need for the student.' To the right of this prompt is a blue 'Edit' button with a pencil icon. Underneath, there are two sections: 'Safety needs' and 'Mobility needs', each followed by a large, empty text input field.

3. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Safe travel plan

Note: A Safe Travel Plan is not required where the type of assistance requested is a Conveyance Allowance.

1. If you have already provided the Ministry with a 'Safe travel plan' the information will be displayed in the section. You'll need to review it and, if required, update it.
2. Click on the down arrow next to 'Safe travel plan'. Select the 'Edit' button to make changes.
3. If you have not provided a 'Safe travel plan' to the Ministry for the student and you have answered 'Yes' to any of the following four questions in the 'Assistance needs' section, you will need to fill in this section:
 - Is specialist vehicle equipment required? E.g. safety harness?
 - Does the student's behaviour pose a risk to themselves or others while on a vehicle service?
 - Does the student have a medical or physical condition that may require assistance while on a vehicle service? E.g. epilepsy
 - Does the student require solo transport?

Note: you can add any additional documents that support this 'Safe travel plan' in the 'Upload documents' section.

Safe travel plan

Student name Edit

Guidance
Providing a full account of all required information will ensure we can provide the right level of support for the student's travel. If there is information we are not made aware of, the service will need to be reviewed which may result in the withdrawal of the type of service provided. Please note that drivers are not allowed to touch any student, except in the cases of a serious and unexpected emergency requiring immediate action. Emergencies may include:

1. Difficulty breathing e.g. due to anaphylactic shock, diabetic coma
2. Chest pain
3. Becoming unconscious
4. Uncontrolled bleeding
5. There's been a car crash and people are injured
6. Student has a seizure and requires a response to ensure safety

You can find more information on our website.

Neurodiversity/Disability-medical
Please provide information regarding the student's medical condition (e.g. if the student is prone to seizures, a heart defect, breathing issues, allergies, etc.). If the student is prone to seizures, it is important to know the type of seizure that may occur.

What resources might this student need access to (e.g. any medication the student takes, insulin shot, seizure plan, breathing apparatus, feeding tube?)

Does the student display any signs that indicate a medical or safety event is about to occur?

Behaviour traits that the student may exhibit
We require this information, so our providers understand the students' behavioural needs.

Soils, spits or exhibits other "biological" behaviours

Removing clothing

Runs away when given the opportunity to do so

Is physically or verbally aggressive towards others or themselves (including self-harm)

Sexualised behaviour (including whether this is directed at others)

4. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Caregiver information

1. Click on the down arrow next to 'Caregiver information'. Select the 'Edit' button to make changes.

The screenshot shows a web form titled 'Caregiver information' with a dropdown arrow on the left. The form is divided into two main sections: 'Primary caregiver details' and 'Emergency contact'. Each section contains fields for First name, Middle name, Last name, Relationship to student, Mobile phone, Home phone, Work phone, and Email address. The 'Primary residential address' field is highlighted in the 'Primary caregiver details' section. In the top right corner of the form, there is a blue 'Edit' button with a pencil icon, which is highlighted with a red box.

Note: Caregiver addresses are 'tied' to student addresses e.g. if you update a caregiver's primary residential address, this will automatically change the student's primary residential address in Pokapū Waka Kura.

2. If you have edited the 'Primary Residential Address' for the caregiver and saved the changes, you will receive the following alert message. You'll need to review the 'Student Information' section and complete the 'Itinerary Information' section.

The alert message box has a title 'Caregiver details change Alert'. The text inside reads: 'You have updated the caregiver's address. This has automatically updated the student's address and cleared any itinerary records. You must: a. review the "Student information" section and save the changes. b. complete the "Itinerary information" section and save the changes.' At the bottom center of the box is a blue 'OK' button.

3. Click the 'OK' button to exit the alert.

Payment information

Note: Payment information is not required where the type of assistance requested is a Vehicle.

1. Click on the down arrow next to 'Payment information'. Select the 'Edit' button to make changes.

The screenshot shows a web form with several sections. The 'Payment information' section is expanded and highlighted with a red box. Within this section, the 'Edit' button is also highlighted with a red box. The form includes sections for Service type, Student information, Enrolling school details, Assistance needs, Safety and Mobility needs, Safe travel plan, Caregiver information, and Upload documents. At the bottom, there are buttons for 'Save for later', 'Previous', and 'Review'.

Service type

Service type [Edit](#)

Type of assistance requested
Vehicle & Conveyance Allowance

> Student information

> Enrolling school details

> Assistance needs

> Safety and Mobility needs

> Safe travel plan

> Caregiver information

Payment information [Edit](#)

More than one child receiving a conveyance allowance:

- You can only direct your conveyance allowance payments to your school if all of your children who are receiving a conveyance allowance attend the same school. Note: your children do not have to be attending the same school if you are directing your conveyance allowance payments to another person.
- The bank account you select for this application will become the default bank account for all of your conveyance allowance payments, even if you previously selected a different bank account for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowance payments.

Do you have another child who is currently receiving school transport assistance?

Who will be receiving the payment?

> Itinerary information

> Upload documents

[Save for later](#) [Previous](#) [Review](#)

Change of Information request for a SESTA student

- If you answer, 'Yes' to the question 'Do you have another child who is currently receiving school transport assistance', enter the student's name and the school at which they are enrolled. You can add up to a maximum of four students.

Payment information

More than one child receiving a conveyance allowance:

- You can only direct your conveyance allowance payments to your school if all of your children who are receiving a conveyance allowance attend the same school. Note: your children do not have to be attending the same school if you are directing your conveyance allowance payments to another person.
- The bank account you select for this application will become the default bank account for all of your conveyance allowance payments, even if you previously selected a different bank account for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowance payments.

Do you have another child who is currently receiving school transport assistance?

Yes
 No

Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	

Who will be receiving the payment?

Caregiver(s)
 School
 Other recipient

- You can remove a student by selecting the 'Remove' button next to their name.

Do you have another child who is currently receiving school transport assistance?

Yes
 No

Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	

4. If you select 'Other recipient' to be paid, you will need to provide the recipient's name.

▼ Payment information

More than one child receiving a conveyance allowance:

- You can only direct your conveyance allowance payments to your school if all of your children who are receiving a conveyance allowance attend the same school. Note: your children do not have to be attending the same school if you are directing your conveyance allowance payments to another person.
- The bank account you select for this application will become the default bank account for all of your conveyance allowance payments, even if you previously selected a different bank account for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowance payments.

Do you have another child who is currently receiving school transport assistance?

Yes

No

Who will be receiving the payment?

Caregiver(s)

School

Other recipient

Recipient's Name

5. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Itinerary information

1. Click the down arrow next to 'Itinerary Information' to see the existing itinerary.

▼ Itinerary information Edit

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

▼ Monday

To School	Assistance Type	Caregiver Name	Leaving From	Going To	Arrival Time
		N/A			07:30 am
To Home	Assistance Type	Caregiver Name	Leaving From	Going To	Departure Time
		N/A			01:30 pm

> Tuesday

> Wednesday

> Thursday

> Friday

2. Select the 'Edit' button to make changes to the student's itinerary.

Note: If you have made changes to either a student's residential address and associated Caregiver residential address, or to a Caregiver's name, then the student's itinerary will be cleared, and you will need to enter a new Itinerary for the student.

You will receive the following alert message:

'You have selected to update one or more of the student's addresses. This has automatically updated the caregiver addresses and cleared any itinerary records. You must:

- a. review the "Caregiver information" section and save the changes.*
- b. complete the "Itinerary information" section and save the changes.'*

Caregiver details change Alert

You have selected to update one or more of the caregivers' addresses. This has automatically updated the student's addresses and cleared any itinerary records. You must:

- a. review the "Student information" section and save the changes.
- b. complete the "Itinerary information" section and save the changes.

OK

Change of Information request for a SESTA student

3. Click the dropdown arrow beside the name of each weekday to expand the itinerary for that day.

▼ Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

▼ Monday

To School	Assistance Type	Caregiver Name	Leaving From	Going To	Arrival Time
		N/A			08:45 am
To Home	Assistance Type	Caregiver Name	Leaving From	Going To	Departure Time
		N/A			02:45 pm

Apply to the rest of the week

> Tuesday
> Wednesday
> Thursday
> Friday

Select if week 2 is different to week 1

Cancel Done

4. You can make changes to the 'To School' and 'To Home' fields by selecting the relevant option in each field.

▼ Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

▼ Monday

To School	Assistance Type	Caregiver Name	Leaving From	Going To	Arrival Time
		N/A			08:45 am
To Home	Assistance Type	Caregiver Name	Leaving From	Going To	Departure Time
		N/A			02:45 pm

Apply to the rest of the week

> Tuesday
> Wednesday
> Thursday
> Friday

Select if week 2 is different to week 1

Cancel Done

Change of Information request for a SESTA student

5. Where 'Type of Assistance Requested' = 'Vehicle' in the Service Type section of this form, either:

- Select either 'Vehicle', or 'TMV' as the 'Assistance Type' and add the required information in the remaining fields, or
- Select 'No Assistance Required', and the remaining fields will not display for completion.

Note: Caregiver Name is not required.

Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

	Assistance Type	Caregiver Name	Leaving From	Going To	Arrival Time
To School	TMV	N/A			08:45 am
To Home	No Assistance Required	N/A			02:45 pm

Apply to the rest of the week

Tuesday
Wednesday
Thursday
Friday

Select if week 2 is different to week 1

Cancel Done

Change of Information request for a SESTA student

6. Where 'Type of Assistance Requested' = 'Conveyance allowance' in the Service Type section of this form either:

- Select 'Conveyance allowance' as the 'Assistance Type' and add the required information in the remaining fields, or
- Select 'No Assistance Required', and the remaining fields will not display for completion.

Note: Caregiver Name is not required.

▼ Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

▼ Monday

To School	Assistance Type Select an Option ▼	Caregiver Name N/A	Leaving From ▼	Going To ▼	Arrival Time 12:15 am ▼
To Home	No Assistance Required Conveyance allowance	Caregiver Name N/A	Leaving From ▼	Going To ▼	Departure Time 12:00 am ▼

Apply to the rest of the week

> Tuesday

> Wednesday

> Thursday

> Friday

Select if week 2 is different to week 1

Cancel Done

Change of Information request for a SESTA student

7. Where 'Type of Assistance Requested' = 'Vehicle & Conveyance Allowance' in the Service Type section of this form, either:

- Select either "Vehicle", 'TMV' or 'Conveyance allowance' as the 'Assistance Type' and add the required information in the remaining fields, or
- Select 'No Assistance Required', and the remaining fields will not display for completion.

Note: Caregiver Name is not required.

▼ Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

▼ Monday

To School	Assistance Type Select an Option ▼	Caregiver Name N/A	Leaving From	Going To	Arrival Time 12:30 am ▼
To Home	No Assistance Required	Caregiver Name N/A	Leaving From	Going To	Departure Time 01:30 am ▼

Apply to the rest of the week

> Tuesday

> Wednesday

> Thursday

> Friday

Select if week 2 is different to week 1

Cancel Done

Change of Information request for a SESTA student

- If you want to apply the same itinerary to the rest of the week, select the 'Apply to the rest of the week' button.

Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

Monday

To School	Assistance Type TMV	Caregiver Name N/A	Leaving From	Going To	Arrival Time --None--
To Home	Assistance Type TMV	Caregiver Name N/A	Leaving From	Going To	Departure Time 02:45 pm

Apply to the rest of the week

> **Tuesday**

> **Wednesday**

> **Thursday**

> **Friday**

Select if week 2 is different to week 1

Cancel Done

Change of Information request for a SESTA student

9. Tick the checkbox 'Select if Week 2 is different to week 1' if the Week 2 itinerary is different to Week 1.

Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

Monday

To School	Assistance Type No Assistance ... ▾
To Home	Assistance Type No Assistance ... ▾

Apply to the rest of the week

> Tuesday

> Wednesday

> Thursday

> Friday

Select if week 2 is different to week 1

> Monday

> Tuesday

> Wednesday

> Thursday

> Friday

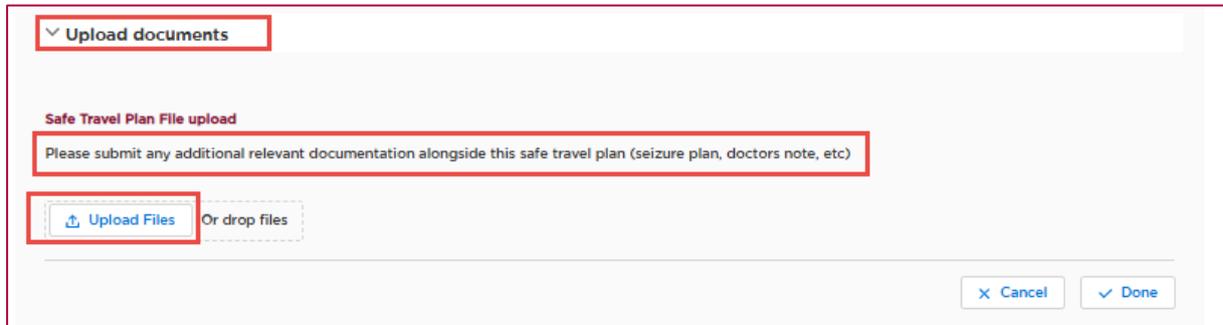
Cancel Done

10. Complete the 'Week 2' itinerary information.

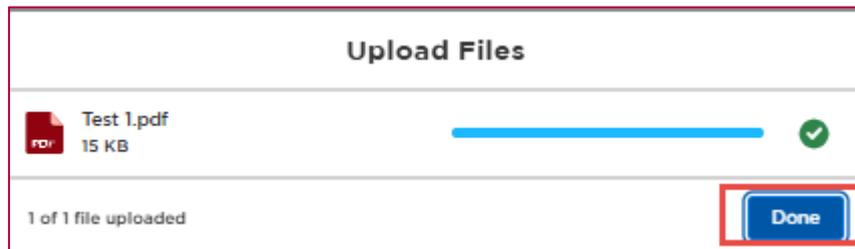
11. Select 'Done' to save your changes.

Upload documents

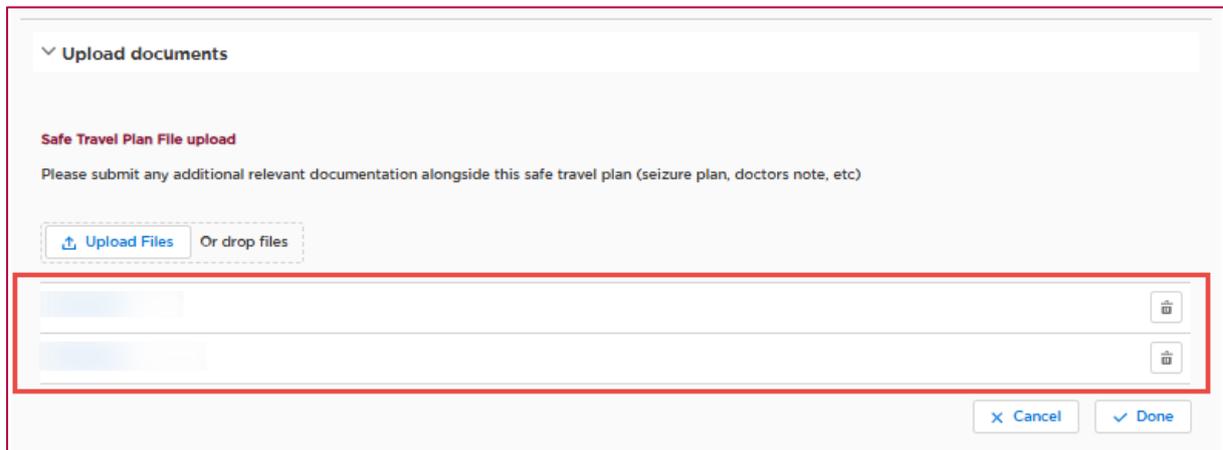
1. Click the down arrow next to 'Upload documents' such as 'Safe travel plan' and 'Bank account information' and then click the 'Upload Files' button.



2. Select the file you want to upload. Once the upload is complete, click Done.

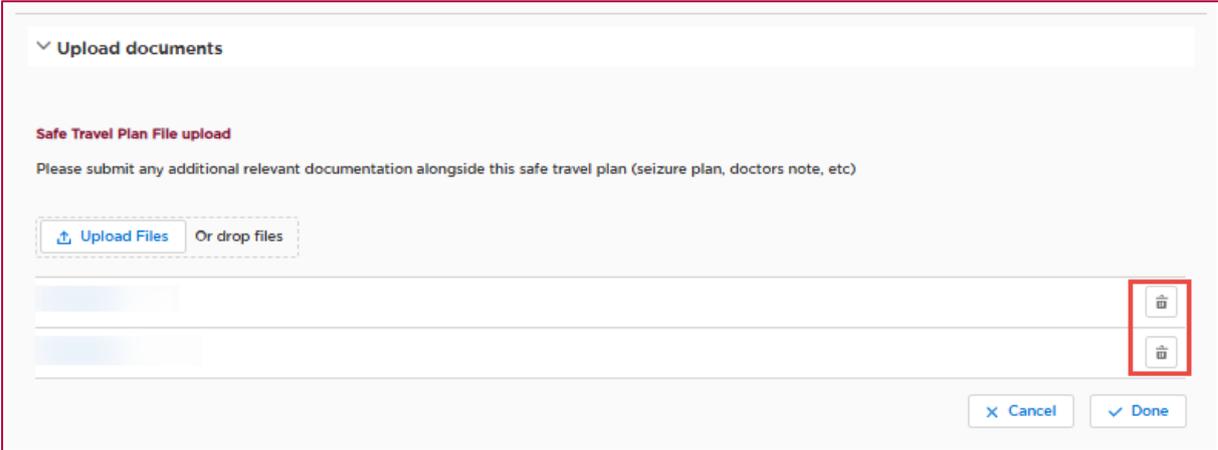


3. You can view each file you have uploaded in the document list.



Change of Information request for a SESTA student

4. To delete a file, click on the 'Delete' button next to the file name.



The screenshot shows a web interface for uploading documents. At the top, there is a dropdown menu labeled 'Upload documents'. Below this, the section is titled 'Safe Travel Plan File upload' with a sub-instruction: 'Please submit any additional relevant documentation alongside this safe travel plan (seizure plan, doctors note, etc)'. There is an 'Upload Files' button with a cloud icon and a dashed box labeled 'Or drop files'. Below the upload area, there are two file entries, each with a trash can icon to its right. The top trash can icon is highlighted with a red box. At the bottom right of the interface, there are two buttons: 'Cancel' with an 'X' icon and 'Done' with a checkmark icon.

5. Click 'Done' to save your changes.

Save for later

1. You can click the 'Save for Later' button at any stage while completing this form, prior to selecting the 'Review' button.

Change of Information request

School

For changes to student's address(es) and/or attended site(s), you may also need to update Itinerary information.

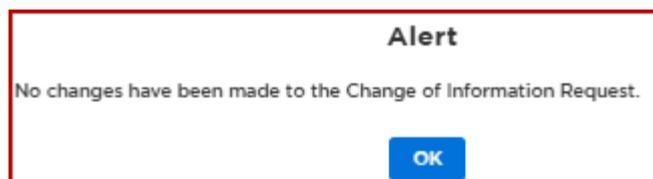
- > Service type
- > Student information
- > Enrolling school details
- > Assistance needs
- > Safety and Mobility needs
- > Safe travel plan
- > Caregiver information
- > Payment information
- > Itinerary information
- > Upload documents

Save for later Previous Review

2. The following message will display.

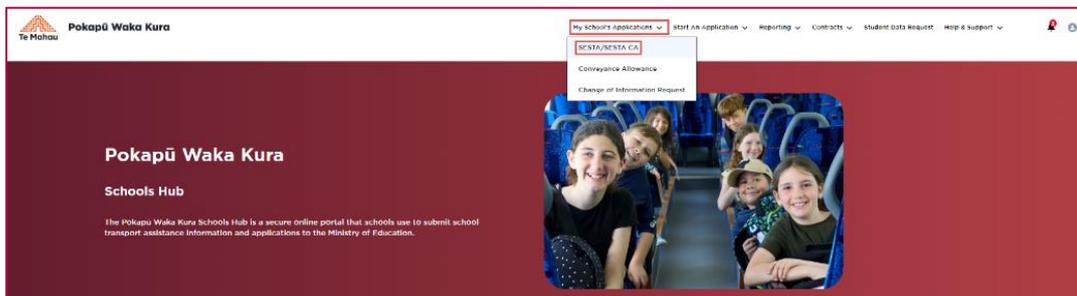


3. If you have made no changes in the form, you will receive the following alert message. Select 'OK'.



Change of Information request for a SESTA student

- To access your draft Change of Information request, go to 'My School's Applications' and click on 'SESTA/SESTA CA'.



- The 'Draft Change of Information Applications' section will appear. Click on the blue 'Resume' link of the request you would like to complete.

Application assessment pathway

Application submitted → School completes declaration → Regional office processing → School Transport processing → TSP Acceptance → Completed

*(if student is not attending the closest school)

Draft SESTA Applications (14)

14 items • Sorted by date created

Transport A...	Student Fir...	Student Last...	S1 Enrolling ...	Created by ...	Created D...	Status
1						Resume
2						Resume
3						Resume
4						Resume
5						Resume
6						Resume
7						Resume
8						Resume
9						Resume
10						Resume

< Previous Showing Page 1 of 2 View All Next >

Draft Change of Information Applications (9)

9 items • Sorted by Student First Name

Transport A...	Student FL...	Student Last...	S1 Enrolling ...	Created by ...	Created Date	Status
1						Resume
2						Resume
3						Resume
4						Resume

Reviewing your Change of Information request

1. Once you have finished making changes, click on the 'Review' button.

Change of Information request

School

For changes to student's address(es) and/or attended site(s), you may also need to update Itinerary information.

- > Service type
- > Student information
- > Enrolling school details
- > Assistance needs
- > Safety and Mobility needs
- > Safe travel plan
- > Caregiver information
- > Payment information
- > Itinerary information
- > Upload documents

Save for later Previous **Review**

2. If you have made no changes in the Change of Information request and you select the 'Review' button, you will receive the following alert message and you will not be able to proceed to the 'Review' page. Select 'OK' to exit the message.

Alert

No changes have been made to the Change of Information Request.

OK

3. A review page will appear, displaying all the information for the student.

Change of Information request

[Redacted] School

Review Changes

Please review the information change to the student before clicking 'Submit'.

Service type

Type of assistance requested
Vehicle & Conveyance Allowance

Student information

Student details

First name(s)	Middle name	Last name
[Redacted]	[Redacted]	[Redacted]
Date of birth	Gender	
26/08/2014	[Redacted]	
School year of student	National student number(NSN)	
Year 4	[Redacted]	

Address details

Is this student in a shared custody arrangement? i.e., they has more than one residential address?
No

Primary residential address
[Redacted]

Resale Address 1
[Redacted]

Resale Address 2
[Redacted]

Enrolling School details

Enrolling school
[Redacted]

Regional Ministry of Education office
[Redacted]

Does the student attend a different site to the enrolling school? e.g. a satellite location
Yes

Attended site/satellite
Kind Our School

Will the student require transport to another attended site?
No

Is this a health school?
No

Is this a special school?
No

Assistance needs

Type of vehicle needed @
[Redacted]

If a wheelchair is to be transported, please provide height, weight and width specifications (noting whether foldable or powered).
[Redacted]

Please specify if the wheelchair has any of the below features. @
[Redacted]

Power chair
[Redacted]

Is special vehicle equipment required? E.g. safety harness.
Yes

Does the student's behaviour pose a risk to themselves or others while on a vehicle service?
Yes

Does the student have a medical or physical condition that may require assistance while on a vehicle service? E.g. epilepsy
Yes

Does the student require safe transport?
Yes

Safety and Mobility needs

Safety needs
[Redacted]

Mobility needs
[Redacted]

4. If you need to make any further changes, click on the 'Previous' button. Make your changes and then select 'Review' to review the changes.
5. Select 'Next' when you are happy with the changes you have made.

Caregiver declaration

1. You'll need to complete the 'Caregiver Declaration' on behalf of the Caregiver.

Change of Information request
[Redacted] School

Caregiver Declaration

- I declare the information entered on this form is true and correct
- I understand that all addresses listed in the application is for a person or organisation authorised to act as a caregiver for the student
- I will abide by the conditions of carriage of the SESTA transport provider
- I understand that security cameras are fitted in SESTA vehicles

Date assistance is requested from?

[Redacted]

While we will do our best to provide the SESTA service from the requested date, we cannot guarantee that this will occur.

Caregiver name
Select an Option

Previous Submit

2. Once the declaration is complete, click the 'Submit' button.

Change of Information request
[Redacted] School

Caregiver Declaration

- I declare the information entered on this form is true and correct
- I understand that all addresses listed in the application is for a person or organisation authorised to act as a caregiver for the student
- I will abide by the conditions of carriage of the SESTA transport provider
- I understand that security cameras are fitted in SESTA vehicles

Date assistance is requested from?

[Redacted]

While we will do our best to provide the SESTA service from the requested date, we cannot guarantee that this will occur.

Caregiver name
[Redacted]

Previous **Submit**

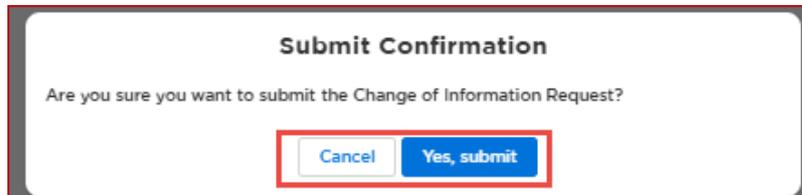
3. The following message will display.

Submit Confirmation

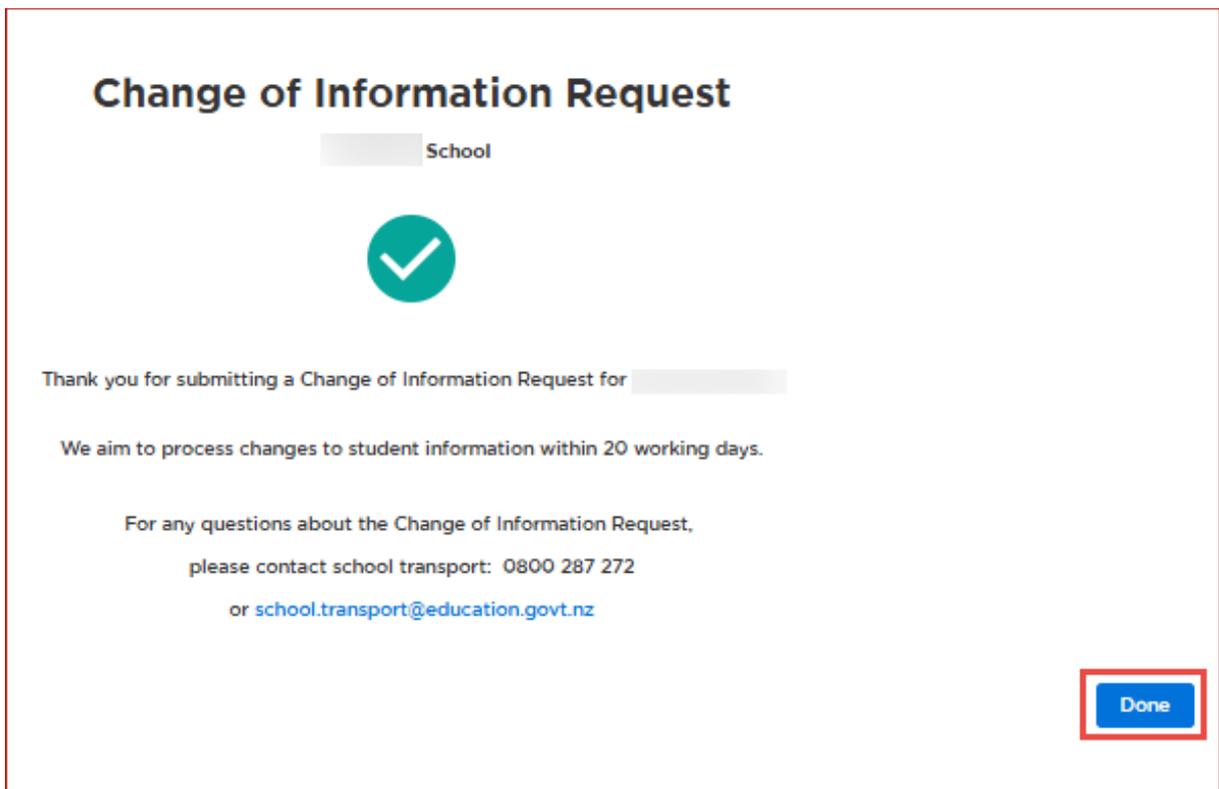
Are you sure you want to submit the Change of Information Request?

Cancel Yes, submit

4. Click on the 'Yes, submit' button to submit the Change of Information Request, or click 'Cancel' to return to the previous page.



5. Once you click on 'Yes, submit', your Change of Information Request will be sent to the Ministry for processing. Click 'Done' to exit.



How to complete a Change of Information request for a SESTA student (shared custody)

1. Navigate to the 'Active SESTA Services' list.

Active SESTA Services (101)						Q Search this list...
Service Name	Student First Name	Student Last Name	Date of Birth	Type of Assistance		
1				Vehicle & Conveyance Allow...		
2				Vehicle		
3				Vehicle		
4				Conveyance allowance		

2. You can sort the list by clicking on a column heading or by entering the student's first name or last name or both into 'Search this list' field.

Active SESTA Services (101)						Q Search this list...
Service Name	Student First Name	Student Last Name	Date of Birth	Type of Assistance		
1				Vehicle & Conveyance Allow...		
2				Vehicle		
3				Vehicle		
4				Conveyance allowance		

For example, when you enter 'Mary' into the 'Search this list' field, the list will display all students who have 'Mary' in their first name and last name.

Active SESTA Services (1)						Q Mary
Service Name	Student First Name	Student Last Name	Date of Birth	Type of Assistance		
1	Mary			Vehicle		

Change of Information request for a SESTA student

3. You can also search for students by using the Filter button.

Service Name	Student First ...	Student Last Na...	Date of Birth	Type of Assistance
1				Vehicle & Conveyanc...
2				Vehicle
3				Vehicle
4				Conveyance allowan...
5				Vehicle

Field: Select an Option
Operator: Select an Option
Value:
Apply Filter Clear Filters

For example, to find a student whose last name is 'Rober':

- select 'Student Last Name' in the 'Field' dropdown
- select the option 'Contains' in the 'Operator' field
- enter 'Rober' in the 'Value' field

Service Name	Student First ...	Student Last Na...	Date of Birth	Type of Assistance
1				
2				
3				
4				
5				
6				

Field: Student Last Name
Operator: Contains
Value: rober
Apply Filter Clear Filters

4. Click the 'Apply Filter' button and the list will display with any students who have 'Rober' in their last name.

Service Name	Student First ...	Student Last Na...	Date of Birth	Type of Assistance
1				
2				
3				
4				
5				
6				

Field: Student Last Name
Operator: Contains
Value: rober
Apply Filter Clear Filters

5. Click on the blue hyperlink against the student's name in the 'Service Name' column.

Service Name	Student First Name	Student Last Name	Date of Birth	Type of Assistance
SD-00017007				Vehicle & Conveyance Allow...
SD-00016829				Vehicle

6. The Change of Information request introduction page will display.

Change of Information request

School

When should this form be completed?

This form needs to be completed as early as possible for any changes in the circumstances of the student. This includes, for example, changes in safety or mobility needs, changes to caregiver information, changes in bank account information etc.

When should this form **not be completed?**

- Change to enrolling school - this requires a new application to be completed
- Request to suspend a SESTA service - email these requests directly to school.transport@education.govt.nz

Reminder

Before completing this form, you'll need to know:

- the school location(s) that the student is attending.
- the student's itinerary. The itinerary information listed for the student is their existing itinerary, you'll need to update this as required.

We aim to process changes to student's information within 20 working days.

For assistance with your Change of Information request, please contact School Transport:
0800 287 272 or school.transport@education.govt.nz

[Start](#)

7. Click on the 'Start' button and the Change of Information request will open.

Service Type

1. The 'Service type' section will display your student's current 'Type of assistance requested'.
2. To request a change to the type of assistance, click on the 'Edit' button and select from the dropdown arrow.

Change of Information request

School

For changes to student's address(es) and/or attended site(s), you may also need to update Itinerary information.

Service type

Service type

Type of assistance requested

Vehicle & Conveyance Allowance

Edit

3. Click on 'Done' to save the request and continue completing the form.

Student information

1. Click on the down arrow next to 'Student information'. Select the 'Edit' button to make changes to the student's information.

The screenshot shows a web form titled 'Student information' with a dropdown arrow on the left. The form is divided into two main sections: 'Student details' and 'Address details'. In the 'Student details' section, there are input fields for 'First name(s)', 'Middle name', and 'Last name'. Below these are fields for 'Date of birth' and 'Gender'. Further down are 'School year of student' (with 'Year 4' selected) and 'National student number (NSN)'. The 'Address details' section starts with a question: 'Is this student in a shared custody arrangement? i.e., they has more than one residential address?' with a 'Yes' radio button selected. Below this are four text input fields labeled 'Primary Residential Address', 'Secondary Residential Address', 'Third Residential Address', and 'Respite Address 1'. At the bottom of the form is 'Respite Address 2'. A blue 'Edit' button with a pencil icon is located in the top right corner of the form area.

Note:

- If your student is no longer in a shared custody arrangement, you need to change the answer to the question in the Student Information' section 'Is this student in a shared custody arrangement?' to 'No'. Please move to '[How to complete Change of Information request for SESTA student \(non-shared custody\)](#)'.
- If the student's Date of Birth is recorded incorrectly, you'll need to email school.transport@education.govt.nz with the correct date of birth.

Change of Information request for a SESTA student

- You will be required to enter a Secondary Residential Address for the student and, if required, a Third Residential Address.

Note:

- Student addresses are 'tied' to Caregiver addresses e.g. if you update a student's residential address, this will automatically change the associated Caregiver's residential address in the Change of Request form.
- If you delete the 'Secondary Residential Address' and/or the 'Third Residential address' an error message will appear below the field.

▼ Student information

Student details

First name(s) Middle name Last name

Date of birth Gender

School year of student National student number (NSN)

Address details

Note: If your residential address does not appear in the Residential Address field dropdown for you to select, please type your address into the Residential Address field.

Is this student in a shared custody arrangement? i.e., they has more than one residential address?

Please note: To complete this request you will be required to submit the details for all the caregivers for this student, including residential addresses and caregiver payment details.

Primary Residential Address

Secondary Residential Address

Secondary Residential Address required

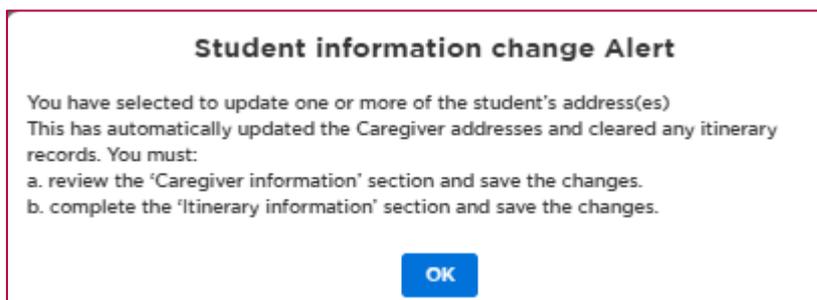
Third Residential Address

Respite Address 1

Respite Address 2

- Click the 'Done' button to save your changes.

4. If you have edited the student's primary address or shared custody arrangement and saved the changes, you will see the following alert message:



5. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Enrolling school details

1. Your student's 'Enrolling school' cannot be updated through a Change of Information request. A change to Enrolling school requires a new application to be completed.
2. The Regional Ministry of Education office information is automatically populated based on the school's location except for Enrolling schools in the Auckland region. Where your student's Enrolling school is in the Auckland region, select the 'Edit' button and select the correct regional office from the dropdown.

▼ Enrolling school details

Enrolling school
School

Regional Ministry of Education office

Does the student attend a different site to the enrolling school? e.g. a satellite location
Yes

Select the attended site

Will the student require transport to another attended site?
No

Edit

▼ Enrolling school details

Enrolling school
School

Regional Ministry of Education office

Select an Option

Auckland:Henderson

Auckland:Botany

Auckland:Albany

g school? e.g. a satellite location

site?>

Cancel Done

Change of Information request for a SESTA student

3. If your student is attending a different site to the Enrolling school, select 'Yes' and enter the attended site. Otherwise, select 'No'.
4. If service type is 'Vehicle' or 'Vehicle & Conveyance allowance', you need to answer the question, 'will the student require transport to another attended site?' (a second attended site) select 'Yes' and enter the attended site. Otherwise, select 'No'.

▼ Enrolling school details

Enrolling school
School

Regional Ministry of Education office

Does the student attend a different site to the enrolling school? e.g. a satellite location
Yes

Select the attended site

Will the student require transport to another attended site?
Yes

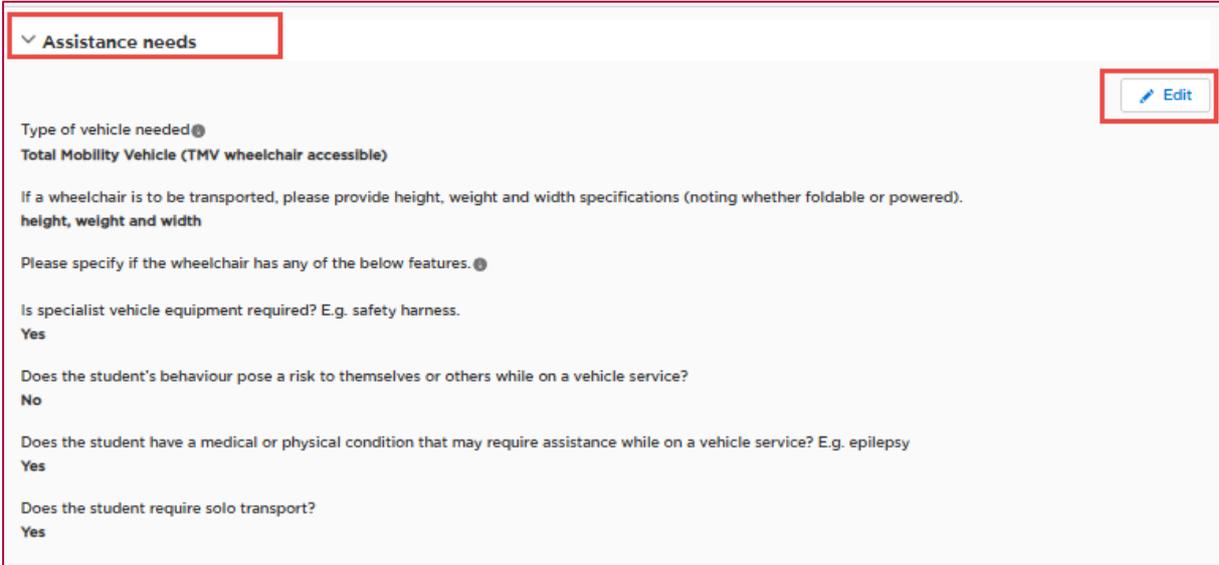
Select the second attended site

5. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Assistance needs

Note: The 'Assistance needs' section will not display where the type of assistance requested is a Conveyance Allowance.

1. Click on the down arrow next to 'Assistance needs'. Select the 'Edit' button to make changes and select the appropriate answer.



The screenshot shows a form titled 'Assistance needs' with a dropdown arrow on the left and an 'Edit' button on the right. The form contains the following text:

Type of vehicle needed

Total Mobility Vehicle (TMV wheelchair accessible)

If a wheelchair is to be transported, please provide height, weight and width specifications (noting whether foldable or powered).
height, weight and width

Please specify if the wheelchair has any of the below features.

Is specialist vehicle equipment required? E.g. safety harness.
Yes

Does the student's behaviour pose a risk to themselves or others while on a vehicle service?
No

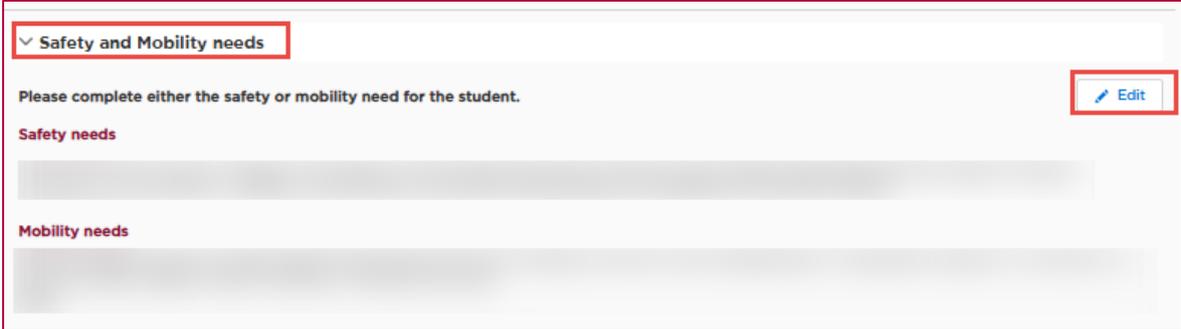
Does the student have a medical or physical condition that may require assistance while on a vehicle service? E.g. epilepsy
Yes

Does the student require solo transport?
Yes

2. You will be required to review or complete a Safe travel plan' if you answer 'Yes' to any of the following four questions:
 - Is specialist vehicle equipment required? E.g. safety harness?
 - Does the student's behaviour pose a risk to themselves or others while on a vehicle service?
 - Does the student have a medical or physical condition that may require assistance while on a vehicle service? E.g. epilepsy
 - Does the student require solo transport?
3. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Safety and Mobility needs

1. You are required to complete either Safety Needs, Mobility Needs, or both.
2. Click on the down arrow next to 'Safety and Mobility needs'. Select the 'Edit' button to make changes.



The screenshot shows a web interface for editing student information. At the top, there is a dropdown menu labeled 'Safety and Mobility needs' with a downward arrow. Below this, a text prompt reads: 'Please complete either the safety or mobility need for the student.' To the right of this text is a blue 'Edit' button with a pencil icon. Underneath, there are two sections: 'Safety needs' followed by a greyed-out text input field, and 'Mobility needs' followed by another greyed-out text input field. Red boxes in the original image highlight the dropdown menu and the 'Edit' button.

3. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Safe travel plan

Note: A Safe Travel Plan is not required where the type of assistance requested is a Conveyance Allowance.

1. If you have already provided School Transport with a 'Safe travel plan' the information will be displayed here. You should review it and, if required, update it.
2. Click on the down arrow next to 'Safe travel plan'. Select the 'Edit' button to make changes.
3. If you have not provided a 'Safe travel plan' to the Ministry for the student and you have answered 'Yes' to any of the following four questions in the 'Assistance needs' section, you will need to fill in this section:
 - Is specialist vehicle equipment required? E.g. safety harness?
 - Does the student's behaviour pose a risk to themselves or others while on a vehicle service?
 - Does the student have a medical or physical condition that may require assistance while on a vehicle service? E.g. epilepsy
 - Does the student require solo transport?

Note: you can add any additional documents that support the safe travel plan in the 'Upload documents' section.

Safe travel plan

Student name Edit

Guidance

Providing a full account of all required information will ensure we can provide the right level of support for the student's travel. If there is information we are not made aware of, the service will need to be reviewed which may result in the withdrawal of the type of service provided. Please note that drivers are not allowed to touch any student, except in the cases of a serious and unexpected emergency requiring immediate action. Emergencies may include:

1. Difficulty breathing e.g. due to anaphylactic shock, diabetic coma
2. Chest pain
3. Becoming unconscious
4. Uncontrolled bleeding
5. There's been a car crash and people are injured
6. Student has a seizure and requires a response to ensure safety

You can find more information on our website.

Neurodiversity/Disability-medical

Please provide information regarding the student's medical condition (e.g. if the student is prone to seizures, a heart defect, breathing issues, allergies, etc). If the student is prone to seizures, it is important to know the type of seizure that may occur.

What resources might this student need access to (e.g. any medication the student takes, insulin shot, seizure plan, breathing apparatus, feeding tube?)

Does the student display any signs that indicate a medical or safety event is about to occur?

Behaviour traits that the student may exhibit

We require this information, so our providers understand the students' behavioural needs.

Soils, spits or exhibits other "biological" behaviours

Removing clothing

Runs away when given the opportunity to do so

Is physically or verbally aggressive towards others or themselves (including self-harm)

Sexualised behaviour (including whether this is directed at others)

4. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Caregiver information

1. Click on the down arrow next to 'Caregiver information' Select the 'Edit' button to make changes.

The screenshot displays a web form titled "Caregiver information" with a dropdown arrow on the left and an "Edit" button on the right. The form is organized into four sections: "Primary caregiver details", "Secondary caregiver details", "Third caregiver details", and "Emergency contact". Each section contains input fields for First name, Middle name, Last name, Relationship to student, Mobile phone, Home phone, Work phone, Residential address, and Email address. The "Edit" button is highlighted with a red box, and the "Caregiver information" header is also highlighted with a red box.

2. Where a student has two caregivers, enter:

- the student's Primary Residential Address in the caregiver's 'Primary Residential Address' field, and
- the student's 'Secondary Residential Address' into the caregiver's 'Secondary Residential Address' field.

3. If a student has three caregivers, enter the student's Third Residential Address into the caregiver's 'Third Residential Address' field.

The image shows a web form titled "Caregiver information" with a dropdown arrow. It contains three sections for caregiver details, each with a red box around its title and a "Remove" button. The first section is "Primary caregiver details" with fields for First name, Middle name, Last name, Relationship to student, Mobile phone, Home phone, Work phone, Primary residential address, and Email address. The second section is "Secondary caregiver details" with fields for First name, Middle name, Last name, Relationship to student, Mobile phone, Home phone, Work phone, Secondary residential address, and Email address. The third section is "Third caregiver details" with fields for First name, Middle name, Last name, Relationship to student, Mobile phone, Home phone, Work phone, Third residential address, and Email address. Below these is an "Emergency contact" section with fields for First name, Middle name, Last name, Relationship to student, Mobile phone, Home phone, Work phone, and Email address. The red boxes highlight the "Primary caregiver details", "Secondary caregiver details", "Third caregiver details", and "Primary residential address", "Secondary residential address", and "Third residential address" fields.

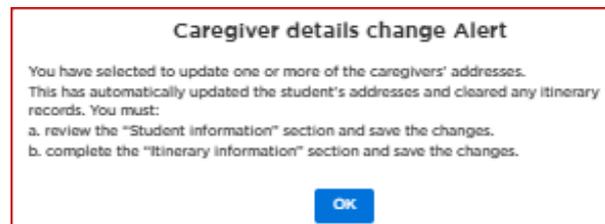
4. If you delete the second residential address but keep the third residential address in the caregiver details and click the 'Done' button, then:

- The third residential address will be removed automatically from both the 'Caregiver Information' and the 'Student information' section.
- You will receive the following alert message:

'You have updated the caregiver's address.

This has automatically updated the student's address. You must:

- a. review the 'Student information' section and save the changes.*
- b. complete the "Itinerary information" section and save the changes.'*



5. Click the 'Done' button to save your changes.

Payment information

Note: Payment information is not required where the type of assistance requested is a vehicle.

1. Click on the down arrow next to 'Payment information'. Select the 'Edit' button to make changes.

The screenshot shows a web form with several sections. The 'Payment information' section is expanded and highlighted with a red border. It contains an 'Edit' button, also highlighted with a red border. Below the 'Edit' button, there is a heading 'More than one child receiving a conveyance allowance:' followed by two bullet points. The first bullet point states: 'You can only direct your conveyance allowance payments to your school if all of your children who are receiving a conveyance allowance attend the same school. Note: your children do not have to be attending the same school if you are directing your conveyance allowance payments to another person.' The second bullet point states: 'The bank account you select for this application will become the default bank account for all of your conveyance allowance payments, even if you previously selected a different bank account for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowance payments.' Below the bullet points, there are two questions: 'Do you have another child who is currently receiving school transport assistance?' and 'Who will be receiving the payment?'. At the bottom of the form, there are three buttons: 'Save for later', 'Previous', and 'Review'.

Service type

Service type [Edit](#)

Type of assistance requested
Vehicle & Conveyance Allowance

> Student information

> Enrolling school details

> Assistance needs

> Safety and Mobility needs

> Safe travel plan

> Caregiver information

Payment information [Edit](#)

More than one child receiving a conveyance allowance:

- You can only direct your conveyance allowance payments to your school if all of your children who are receiving a conveyance allowance attend the same school. Note: your children do not have to be attending the same school if you are directing your conveyance allowance payments to another person.
- The bank account you select for this application will become the default bank account for all of your conveyance allowance payments, even if you previously selected a different bank account for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowance payments.

Do you have another child who is currently receiving school transport assistance?

Who will be receiving the payment?

> Itinerary information

> Upload documents

Save for later [Previous](#) [Review](#)

Change of Information request for a SESTA student

- If you answer, 'Yes' to the question 'Do you have another child who is currently receiving school transport assistance', enter the student's name and the school at which they are enrolled. You can add up to a maximum of four students.

Payment information

More than one child receiving a conveyance allowance:

- You can only direct your conveyance allowance payments to your school if all of your children who are receiving a conveyance allowance attend the same school. Note: your children do not have to be attending the same school if you are directing your conveyance allowance payments to another person.
- The bank account you select for this application will become the default bank account for all of your conveyance allowance payments, even if you previously selected a different bank account for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowance payments.

Do you have another child who is currently receiving school transport assistance?

Yes
 No

Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	

Who will be receiving the payment?

Caregiver(s)
 School
 Other recipient

- You can remove a student by selecting the 'Remove' button next to their name.

Do you have another child who is currently receiving school transport assistance?

Yes
 No

Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	
Student name	School name	
<input type="text"/>	<input type="text"/>	

4. If you select 'Other recipient' to be paid, you will need to provide the recipient's name.

▼ Payment information

More than one child receiving a conveyance allowance:

- You can only direct your conveyance allowance payments to your school if all of your children who are receiving a conveyance allowance attend the same school. Note: your children do not have to be attending the same school if you are directing your conveyance allowance payments to another person.
- The bank account you select for this application will become the default bank account for all of your conveyance allowance payments, even if you previously selected a different bank account for other children i.e. This is because you cannot have more than one bank account for receiving your conveyance allowance payments.

Do you have another child who is currently receiving school transport assistance?

Yes

No

Who will be receiving the payment?

Caregiver(s)

School

Other recipient

Recipient's Name

5. You can cancel any changes by clicking the 'Cancel' button. If you have already clicked the 'Done' button and want to revisit your changes, click the 'Edit' button, make your changes, and then click the 'Done' button.

Itinerary information

1. Click the down arrow next to 'Itinerary Information' to see the existing itinerary.

Itinerary information

[Edit](#)

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

To School	Assistance Type	Caregiver Name	Leaving From	Going To	Arrival Time
To School		N/A			06:15 am
To Home	Assistance Type	Caregiver Name	Leaving From	Going To	Departure Time
To Home		N/A			03:00 pm

> Tuesday

> Wednesday

> Thursday

> Friday

2. Select the 'Edit' button to make changes to the student's itinerary.

Note: If you have made changes to either a student's residential address and associated Caregiver residential address, or to a Caregiver's name, then the student's itinerary will be cleared, and you will need to enter a new Itinerary for the student.

You will receive the following alert message:

'You have selected to update one or more of the student's addresses. This has automatically updated the caregiver addresses and cleared any itinerary records. You must:

- a. review the "Caregiver information" section and save the changes.*
- b. complete the "Itinerary information" section and save the changes.'*

Caregiver details change Alert

You have selected to update one or more of the caregivers' addresses. This has automatically updated the student's addresses and cleared any itinerary records. You must:

- a. review the "Student information" section and save the changes.
- b. complete the "Itinerary information" section and save the changes.

[OK](#)

Change of Information request for a SESTA student

- Click the dropdown arrow beside the name of each weekday to expand the itinerary for that day.

Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

Monday

To School	Assistance Type	Caregiver Name	Leaving From	Going To	Arrival Time
		N/A			08:45 am
To Home	Assistance Type	Caregiver Name	Leaving From	Going To	Departure Time
		N/A			02:45 pm

Apply to the rest of the week

> Tuesday
> Wednesday
> Thursday
> Friday

Select if week 2 is different to week 1

Cancel Done

- You can make changes to the 'To School' and 'To Home' fields by selecting the relevant option in each field.

Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

Monday

To School	Assistance Type	Caregiver Name	Leaving From	Going To	Arrival Time
		N/A			08:45 am
To Home	Assistance Type	Caregiver Name	Leaving From	Going To	Departure Time
		N/A			02:45 pm

Apply to the rest of the week

> Tuesday
> Wednesday
> Thursday
> Friday

Select if week 2 is different to week 1

Cancel Done

Change of Information request for a SESTA student

5. Where 'Type of Assistance Requested' = 'Vehicle' in the Service Type section of this form, either:

- Select either 'Vehicle', or 'TMV' as the 'Assistance Type' and add the required information in the remaining fields, or
- Select 'No Assistance Required', and the remaining fields will not display for completion.

Note: Caregiver Name is not required to be entered.

Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

Monday

To School	<div style="border: 1px solid red; padding: 2px;">Assistance Type TMV</div>	Caregiver Name N/A	Leaving From	Going To	Arrival Time 08:45 am
To Home	<div style="border: 1px solid red; padding: 2px;">No Assistance Required Vehicle ✓ TMV</div>	Caregiver Name N/A	Leaving From	Going To	Departure Time 02:45 pm

Apply to the rest of the week

Tuesday

Wednesday

Thursday

Friday

Select if week 2 is different to week 1

Cancel Done

Change of Information request for a SESTA student

6. Where 'Type of Assistance Requested' = 'Conveyance allowance' in the Service Type section of this form either:

- Select 'Conveyance allowance' as the 'Assistance Type and add the required information in the remaining fields, or
- Select 'No Assistance Required', and the remaining fields will not display for completion.

Note: You'll need to select the Caregiver who is transporting the child on that day.

▼ Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

▼ Monday

To School	Assistance Type	Caregiver Name	Leaving From	Going To	Arrival Time
To Home	<div style="border: 1px solid red; padding: 2px;">Select an Option ▼ No Assistance Required Conveyance allowance</div>				01:15 am ▼

[Apply to the rest of the week](#)

> Tuesday

> Wednesday

> Thursday

> Friday

Select if week 2 is different to week 1

[Cancel](#) [Done](#)

Change of Information request for a SESTA student

7. Where 'Type of Assistance Requested' = 'Vehicle & Conveyance Allowance' in the Service Type section of this form, either:

- Select either "Vehicle", 'TMV' or 'Conveyance allowance' as the 'Assistance Type' and add the required information in the remaining fields, or
- Select 'No Assistance Required', and the remaining fields will not display for completion.

Note: You'll need to Select the Caregiver who is transporting child on that day.

▼ Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

▼ Monday

To School	Assistance Type	Caregiver Name	Leaving From	Going To	Arrival Time
To Home	Select an Option ▼ No Assistance Required Vehicle TMV Conveyance allowance	▼	▼	▼	01:30 am ▼

> Tuesday

> Wednesday

> Thursday

> Friday

Select if week 2 is different to week 1

Apply to the rest of the week

Cancel Done

Change of Information request for a SESTA student

8. If you want to apply the same itinerary to the rest of the week, select the 'Apply to the rest of the week' button.

▼ Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

▼ Monday

To School	Assistance Type TMV	Caregiver Name N/A	Leaving From	Going To	Arrival Time --None--
To Home	Assistance Type TMV	Caregiver Name N/A	Leaving From	Going To	Departure Time 02:45 pm

Apply to the rest of the week

> Tuesday

> Wednesday

> Thursday

> Friday

Select if week 2 is different to week 1

Cancel Done

Change of Information request for a SESTA student

9. Tick the checkbox 'Select if Week 2 is different to week 1' if the Week 2 itinerary is different to Week 1.

▼ Itinerary information

Enter the name of the Caregiver who will be transporting the student in the morning and the name of the Caregiver who will be transporting the student in the afternoon.

Week 1
At least one itinerary is required to proceed

Travel is generally to and from school but may include routine travel to different home addresses, respite or after-school care. Travel to respite care can only be provided in situations approved by the Ministry.

Please enter departure and arrival locations and estimated arrival/pick up times on applicable days in the table below.

▼ Monday

To School	Assistance Type No Assistance ... ▼
To Home	Assistance Type No Assistance ... ▼

Apply to the rest of the week

> Tuesday

> Wednesday

> Thursday

> Friday

Select if week 2 is different to week 1

> Monday

> Tuesday

> Wednesday

> Thursday

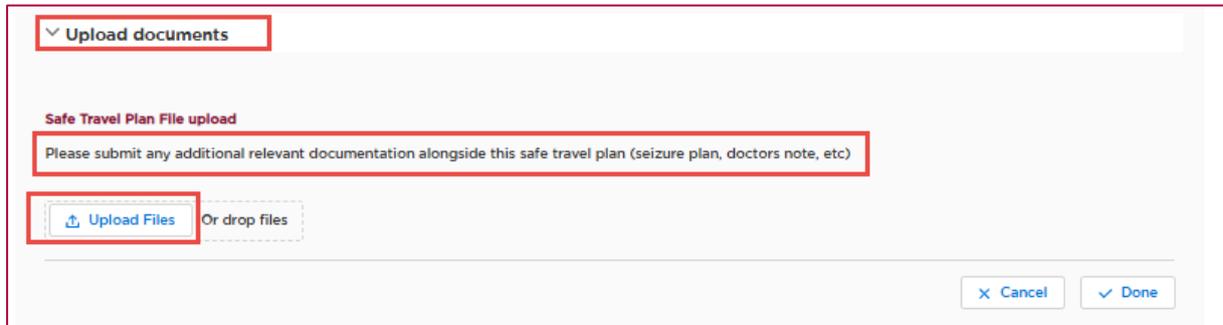
> Friday

Cancel Done

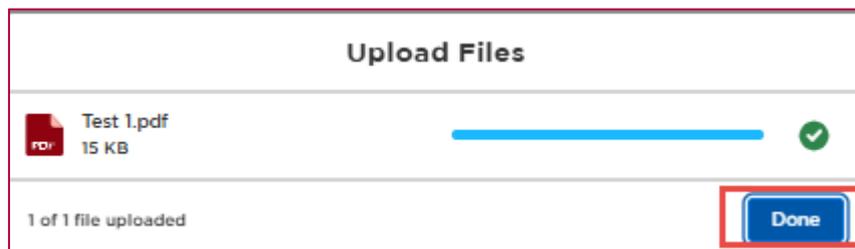
10. Complete the 'Week 2' itinerary information.
11. Select 'Done' to save your changes.

Upload documents

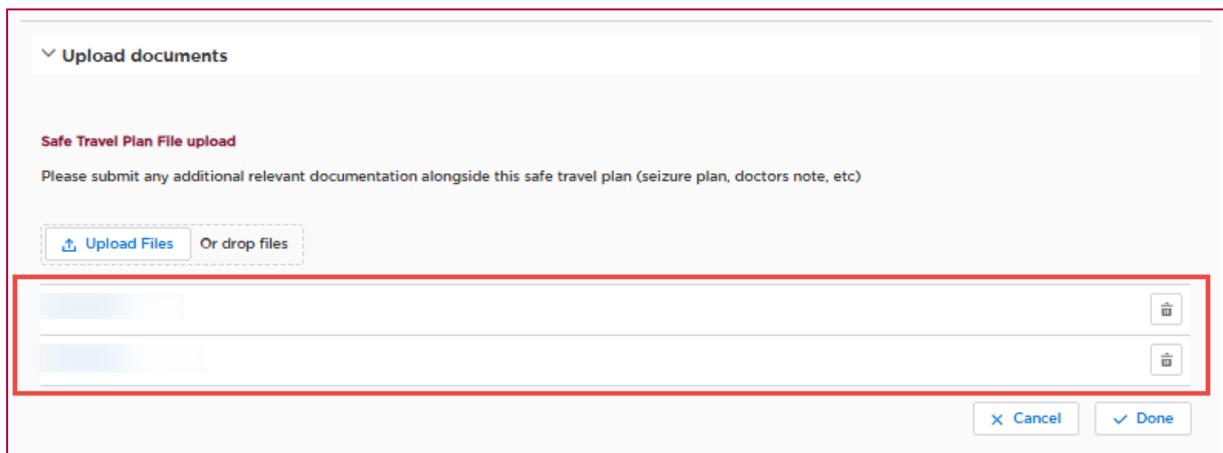
1. Click the down arrow next to 'Upload documents' such as 'Safe travel plan' and 'Bank account information' and then click the 'Upload Files' button.



2. Select the file you want to upload. Once the upload is complete, click 'Done'.

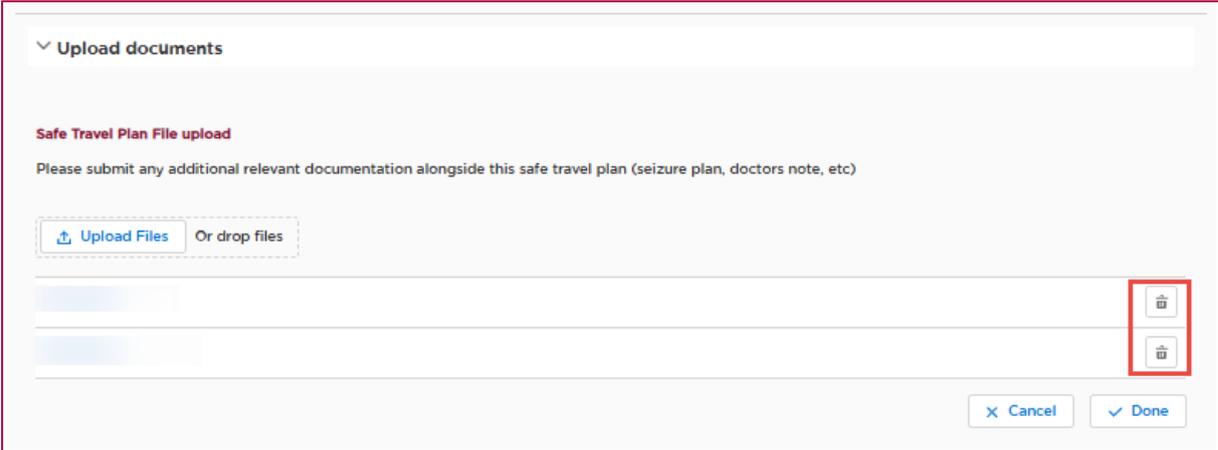


3. You can view each file you have uploaded in the document list.



Change of Information request for a SESTA student

4. To delete a file, click on the 'Delete' button next to the file name.



The screenshot shows a web interface for uploading documents. At the top, there is a dropdown menu labeled 'Upload documents'. Below it, the section is titled 'Safe Travel Plan File upload' with a sub-instruction: 'Please submit any additional relevant documentation alongside this safe travel plan (seizure plan, doctors note, etc)'. There is a button labeled 'Upload Files' with a cloud icon and a dashed box around it, followed by the text 'Or drop files'. Below this, there are two file upload slots. The top slot contains a file name and a trash can icon, which is highlighted with a red box. The bottom slot is empty. At the bottom right of the interface, there are two buttons: 'Cancel' with an 'X' icon and 'Done' with a checkmark icon.

5. Click 'Done' to save your changes.

Save for later

1. You can click the 'Save for Later' button at any stage while completing this form, prior to selecting the 'Review' button.

Change of Information request
School

For changes to student's address(es) and/or attended site(s), you may also need to update Itinerary information.

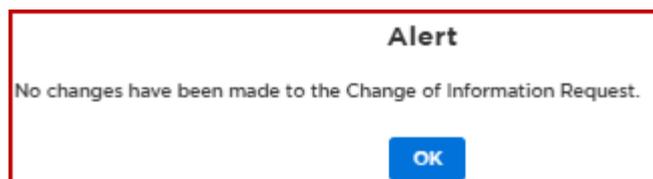
- > Service type
- > Student information
- > Enrolling school details
- > Assistance needs
- > Safety and Mobility needs
- > Safe travel plan
- > Caregiver information
- > Payment information
- > Itinerary information
- > Upload documents

Save for later Previous Review

2. The following message will display.

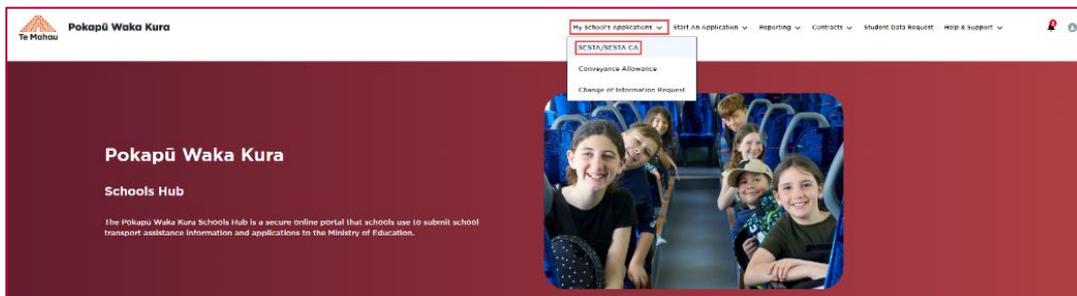


3. If you have made no changes in the form, you will receive the following alert message. Select 'OK'.



Change of Information request for a SESTA student

- To access your draft Change of Information request, go to 'My School's Applications' and click on 'SESTA/SESTA CA'.



- The 'Draft Change of Information Applications' section will appear. Click on the blue 'Resume' link of the request you would like to complete.

Application assessment pathway

Application submitted → School completes declaration → Regional office processing → School Transport processing → TSP Acceptance → Completed

*(if student is not attending the closest school)

Draft SESTA Applications (14)

14 items • Sorted by date created

Transport A...	Student Fir...	Student Last...	S1 Enrolling ...	Created by ...	Created D...	Status
1						Resume
2						Resume
3						Resume
4						Resume
5						Resume
6						Resume
7						Resume
8						Resume
9						Resume
10						Resume

< Previous Showing Page 1 of 2 View All Next >

Draft Change of Information Applications (9)

9 items • Sorted by Student First Name

Transport A...	Student FL...	Student Last...	S1 Enrolling ...	Created by ...	Created Date	Status
1						Resume
2						Resume
3						Resume
4						Resume

Reviewing your Change of Information request

1. Once you have finished making changes, click on the 'Review' button.

Change of Information request

School

For changes to student's address(es) and/or attended site(s), you may also need to update Itinerary information.

- > Service type
- > Student information
- > Enrolling school details
- > Assistance needs
- > Safety and Mobility needs
- > Safe travel plan
- > Caregiver information
- > Payment information
- > Itinerary information
- > Upload documents

Save for later Previous **Review**

2. If you have made no changes in the Change of Information request and you select the 'Review' button, you will receive the following alert message and you will not be able to proceed to the 'Review' page. Select 'OK' to exit the message.

Alert

No changes have been made to the Change of Information Request.

OK

3. A review page will appear, displaying all the information for the student.

Change of Information request

[Redacted] School

Review Changes

Please review the information change to the student before clicking 'Submit'.

Service type

Type of assistance requested
Vehicle & Conveyance Allowance

Student information

Student details

First name(s)	Middle name	Last name
[Redacted]	[Redacted]	[Redacted]
Date of birth	Gender	
26/08/2014	[Redacted]	
School year of student	National student number(NSN)	
Year 4	[Redacted]	

Address details

Is this student in a shared custody arrangement? i.e., they has more than one residential address?
No

Primary residential address
[Redacted]

Resale Address 1
[Redacted]

Resale Address 2
[Redacted]

Enrolling School details

Enrolling school
[Redacted]

Regional Ministry of Education office
[Redacted]

Does the student attend a different site to the enrolling school? e.g. a satellite location
Yes

Attended site/satellite
Kind Our School

Will the student require transport to another attended site?
No

Is this a health school?
No

Is this a special school?
No

Assistance needs

Type of vehicle needed @
[Redacted]

If a wheelchair is to be transported, please provide height, weight and width specifications (noting whether foldable or powered).
[Redacted]

Please specify if the wheelchair has any of the below features. @
[Redacted]

Power chair
[Redacted]

Is special vehicle equipment required? E.g. safety harness.
Yes

Does the student's behaviour pose a risk to themselves or others while on a vehicle service?
Yes

Does the student have a medical or physical condition that may require assistance while on a vehicle service? E.g. epilepsy
Yes

Does the student require safe transport?
Yes

Safety and Mobility needs

Safety needs
[Redacted]

Mobility needs
[Redacted]

[Redacted]

4. If you need to make any further changes, click on the 'Previous' button. Make your changes and then select 'Review' to review the changes.
5. Select 'Next' when you are happy with the changes you have made.

Caregiver declaration

1. You'll need to complete the 'Caregiver Declaration' on behalf of the Caregiver.

Change of Information request

School

Caregiver Declaration

- I declare the information entered on this form is true and correct
- I understand that all addresses listed in the application is for a person or organisation authorised to act as a caregiver for the student
- I will abide by the conditions of carriage of the SESTA transport provider
- The caregivers listed on this application are aware that I have provided their information (including bank details) to the Ministry, and the outcome of this application could result in a financial benefit
- I understand that security cameras are fitted in SESTA vehicles

Date assistance is requested from?

While we will do our best to provide the SESTA service from the requested date, we cannot guarantee that this will occur.

Caregiver name

Select an Option

Previous Submit

2. Once the declaration is complete, click the 'Submit' button.

Change of Information request

School

Caregiver Declaration

- I declare the information entered on this form is true and correct
- I understand that all addresses listed in the application is for a person or organisation authorised to act as a caregiver for the student
- I will abide by the conditions of carriage of the SESTA transport provider
- The caregivers listed on this application are aware that I have provided their information (including bank details) to the Ministry, and the outcome of this application could result in a financial benefit
- I understand that security cameras are fitted in SESTA vehicles

Date assistance is requested from?

While we will do our best to provide the SESTA service from the requested date, we cannot guarantee that this will occur.

Caregiver name

Previous Submit

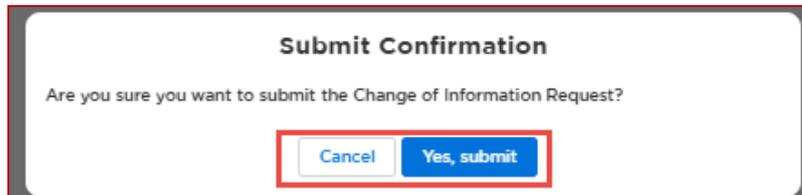
3. The following message will display.

Submit Confirmation

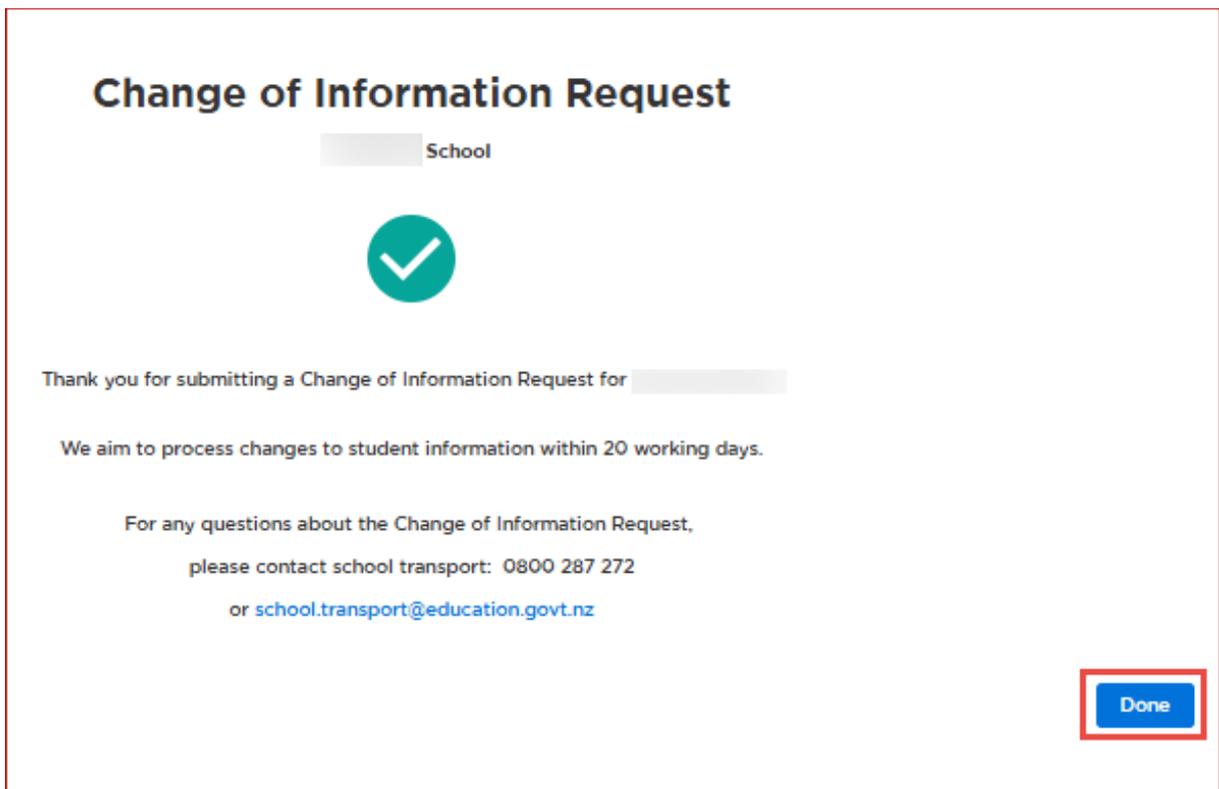
Are you sure you want to submit the Change of Information Request?

Cancel Yes, submit

4. Click on the 'Yes, submit' button to submit the Change of Information Request, or click 'Cancel' to return to the previous page.



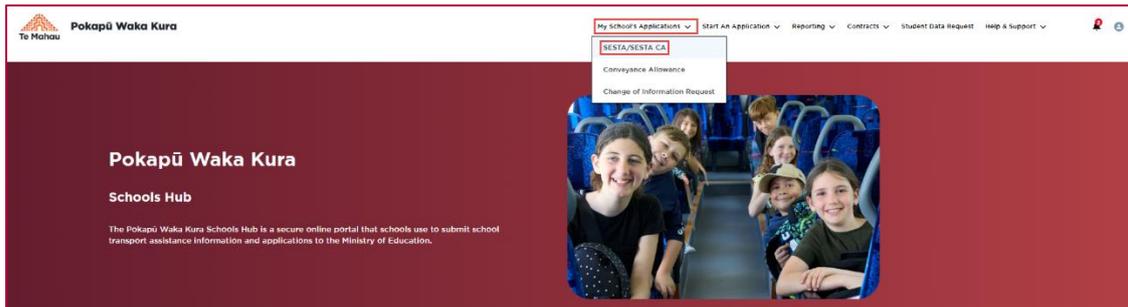
5. Once you click on 'Yes, submit', your Change of Information Request will be sent to the Ministry for processing. Click 'Done' to exit.



How to view your completed SESTA Change of Information request

Note: When a 'Change of Information request' is submitted, it becomes a Transport Application.

1. Navigate to 'My School's Applications' and click on 'SESTA/SESTA CA' in the dropdown.



2. The submitted 'Change of Information request' will display in the list 'In Progress SESTA Applications'. It will have a status of 'Waiting for School Transport Approval'. It can be identified by a tick in the 'Change of Information' column.

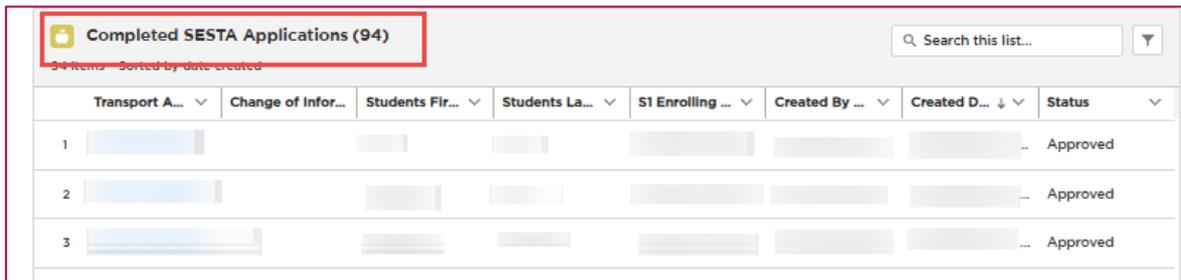
Draft SESTA Applications (2)							
2 items • Sorted by date created							
Transport A...	Student Firs...	Student Last...	S1 Enrolling ...	Created by ...	Created D...	Status	
1					22/05/2025, 11:...	Draft	Resume
2					15/05/2025, 3:3...	Draft	Resume

Draft Change of Information Applications (2)							
2 items • Sorted by Student First Name							
Transport A...	Student FI...	Student Last...	S1 Enrolling ...	Created by ...	Created Date	Status	
1						Draft	Resume
2						Draft	Resume

In Progress SESTA Applications (438)							
438 items • Sorted by date created							
Transport A...	Change of Infor...	Students Fir...	Students La...	S1 Enrolling ...	Created By ...	Created D...	Status
1	✓						Waiting for Sch...
2	✓						Error Calculatin...
3							Waiting for Sch...

Change of Information request for a SESTA student

- An approved 'Change of Information request' will be displayed in the 'Completed SESTA Applications' section.



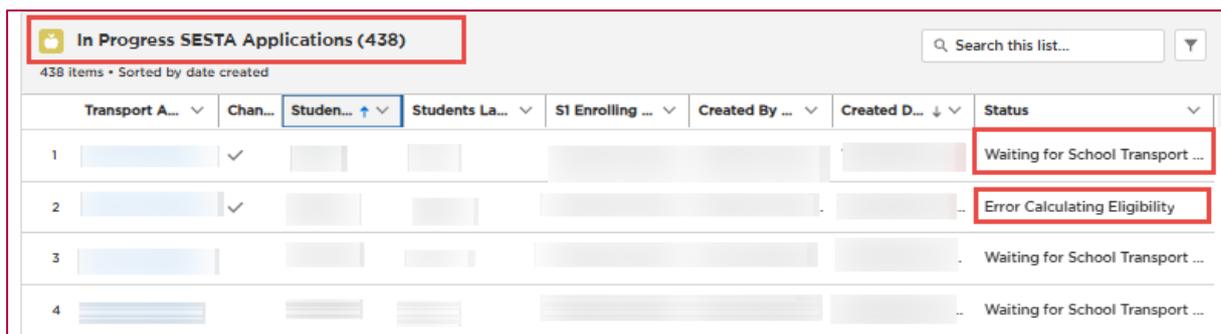
The screenshot shows a table titled 'Completed SESTA Applications (94)'. The table has a search bar and a filter icon. Below the title, it says '94 Items - Sorted by date created'. The table has columns: Transport A..., Change of Infor..., Students Fir..., Students La..., S1 Enrolling ..., Created By ..., Created D..., and Status. The first three rows show applications with a status of 'Approved'.

	Transport A...	Change of Infor...	Students Fir...	Students La...	S1 Enrolling ...	Created By ...	Created D...	Status
1								Approved
2								Approved
3								Approved

- When you open an 'In Progress SESTA Application', the application details and related information will be displayed as read only for you to view.

Note:

- The 'Status' of the application tells the Ministry what action they need to take. No action is required from you.



The screenshot shows a table titled 'In Progress SESTA Applications (438)'. The table has a search bar and a filter icon. Below the title, it says '438 Items - Sorted by date created'. The table has columns: Transport A..., Chan..., Studen..., Students La..., S1 Enrolling ..., Created By ..., Created D..., and Status. The first two rows show applications with statuses 'Waiting for School Transport ...' and 'Error Calculating Eligibility'.

	Transport A...	Chan...	Studen...	Students La...	S1 Enrolling ...	Created By ...	Created D...	Status
1		✓						Waiting for School Transport ...
2		✓						Error Calculating Eligibility
3								Waiting for School Transport ...
4								Waiting for School Transport ...

Change of Information request for a SESTA student

- When you open a 'Completed SESTA Application', the application details and related information will be displayed.

Transport Application

Status Approved

Student's First Name

Student's Last Name

SE Sending School Name

Application Information Related Information

Processing

SESTA Application Name

Type of application requested

Companion allowance

Status

Comments

Date entered into SESTA

Application Type

Has student previously received SESTA CAP?

If Yes, provide reason for this application

A change of address, a change of school, Change of circumstances

Date for service to be started

28/03/2025

Companion currently receiving companion allowance

OSE Verified

Yes

Vehicle Number

Student Details

Student (Given Name(s))	Student (Middle Name)
Student Family Name	Date of Birth
Gender	16/04/2009
Female	SEX
Postal Address Property Identification Number (PIN)	6410012127
Sending School Street Address	Sending School Name
Koromiko Road	Pelorus
Sending School Town/City	Is the student attending first school school?
Yes	No
Date application is requested from	
28/03/2025	

Residential Address

(R1) Primary Full Address	(R1) Primary Residential Street Address
108 MAPLE RANGE ROAD, TALPO, WAIKATO 3330	108 MAPLE RANGE ROAD, TALPO, WAIKATO 3330
(R1) Primary Residential Suburb	(R1) Primary Residential Town/City
-	-
(R1) Primary Residential Post Code	(R1) Latitude
-	-
(R1) Longitude	-

R2 Residential Address

(R2) Full Address	(R2) Residential Street Address
11 PARKAS STREET, TWO BILE BAY, TALPO, WAIKATO 3330	11 PARKAS STREET, TWO BILE BAY, TALPO, WAIKATO 3330
(R2) Residential Suburb	(R2) Residential Town/City
-	-
(R2) Residential Postcode	-

R3 Residential Address

(R3) Full Address	(R3) Residential Street Address
-	-
(R3) Residential Suburb	(R3) Residential Town/City
-	-
(R3) Residential Postcode	-

Caregiver Details

Title	Given Name(s)
Ms	Ms 17304
Caregiver Middle Name	Family Name
-	Ms 20209
Residential Address	Caregiver Relationship to Child
108 MAPLE RANGE ROAD, TALPO, WAIKATO 3330	Guardian
Email Address	Caregiver Mobile Number
ms.leving@127@schools.education.govt.nz	021 15189627
Home Phone	Work Phone
-	-
Date student started at this school	Are there other students in your household applying for or already receiving Companion Allowance?
-	Yes

Caregiver 2 Details

Title	Given Name(s)
Ms	Ms 13221
Caregiver Middle Name	Family Name
-	Ms 14888
Residential Address	Caregiver Relationship to Child
11 PARKAS STREET, TWO BILE BAY, TALPO, WAIKATO 3330	Other
Email Address	Caregiver Mobile Phone
ms.leving@127@schools.education.govt.nz	021 8473088
Home Phone	Work Phone
-	-

Caregiver 3 Details

Title	Given Name(s)
-	-
Caregiver Middle Name	Family Name
-	-
Residential Address	Caregiver Relationship to Child
-	-
Email Address	Caregiver Mobile Phone
-	-

June 2025

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Change of Information request for a SESTA student

Transport Application

Students First Name: [Redacted] Students Last Name: [Redacted] SI Enrolling School Name: [Redacted] School: [Redacted] Status: **Approved**

Application Information Related information

SESTA Safe Travel Plans (0)

Transport Application History (10)

10 items • Sorted by Date • Updated a few seconds ago

Date	Field	User	Original Value	New Value
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

[View All](#)

Itineraries (10+)

10+ items • Updated a few seconds ago

Itinerary Name	Weekday	From Location	To Location	School sta...
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

[View All](#)



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

He mea tārai e mātou te mātauranga kia
rangatira ai, kia mana taurite ai ōna huanga

We shape an education system that delivers
equitable and excellent outcomes
