



## GENERAL OVERVIEW

### What is the Office of the State Superintendent of Education (OSSE) Parent Portal?

The OSSE Parent Portal is a secure, user-friendly website that allows parents and guardians of transportation-eligible students with disabilities to select their student's transportation preference for the upcoming school year.

For more information or help, contact the OSSE Parent Resource Center at (202) 576-5000 or [osse.parentportal@dc.gov](mailto:osse.parentportal@dc.gov).

### What are the transportation options available through the OSSE Parent Portal?

There are three transportation options for students with disabilities who are eligible for transportation:

- 1. Will Not Need Transportation:** Your student will not use any OSSE-Division of Student Transportation (OSSE-DOT) transportation services.
- 2. Parent Stipend Program:** Receive a \$400 monthly stipend for transporting your student to and from their enrolled school. (Note: Consistent student attendance is required and will be checked.)
- 3. OSSE-DOT Transportation:** OSSE-DOT will provide bus transportation to and from your student's enrolled school. You must provide school and address information.

### What if I don't see my name listed in the portal?

Contact your student's school to confirm that your information and educational rights are up to date.

### What if I don't have internet access?

OSSE will provide in-person technical support to families for ESY Transportation from **April 14-23**:

- Tuesdays and Thursdays | 4–7 p.m.

OSSE will provide in-person technical support to families for SY2627 transportation in June and July:

- **June 9-18:** Tuesdays and Thursdays | 4–7 p.m.
- **July 14-23:** Tuesdays and Thursdays | 4–7 p.m.

Location: OSSE, 1050 First St. NE, Washington, DC 20002 (Note: Closed April 16 for DC Emancipation Day).

## PARENT ACCESS & PORTAL USE

### Who can access the OSSE Parent Portal?

Parents/guardians listed in the student's school records with educational rights can access the portal. The first parent/guardian to log in and complete the transportation preference becomes the primary user and can grant view or edit access to others.

### Can I change my preference after submitting it?

Yes. You can update your transportation preference at any time during the school year. Submitting a new preference will cancel the previous one.

### Do I need to make a selection again for ESY?

Only if you want to change your preference. Otherwise, no action is needed.

### Can I save and close my application without submitting it?

Yes. You can save and exit the application at any time. It will be marked "Incomplete" and available to edit and complete later.

### How long does it take to complete the application?

Typically, it takes about 15 minutes depending on the transportation option selected.

## PROCESSING AND TIMELINE

### How long does it take for my application to be reviewed and approved?

The application turnaround time depends on the preference selected.

- OSSE-DOT Transportation: Up to 10 business days.
- Parent Stipend Program: About five business days. The stipend payout will occur the month following ridership.
- Will Not Need Transportation: Becomes effective immediately after submission.

## PARENT STIPEND PROGRAM

### What is the Parent Stipend Program?

The stipend program provides eligible parents/guardians \$400 per month for transporting their student to and from school daily, including drop offs and pickups for special services the student receives that are related to their education. Regular attendance is required and will be checked.

### Can more than one parent/guardian receive the stipend for the same student?

No. Only one parent/guardian per household may receive the monthly stipend.

### Who is eligible for the Parent Stipend Program?

- Parents who used OSSE-DOT transportation services in the past two years
- Pre-K 3 and Pre-K 4, even if they have not used OSSE-DOT
- Newly eligible students who have never used OSSE-DOT are not eligible for the stipend, including students with transportation-eligible individualized education programs (IEPs) with parent a parent/guardian who recently moved to the city

### What documents are required for the Parent Stipend Program?

- Signed W-9 Form

*Note: The form must be signed with either a wet (ink-to-paper) signature or an approved Adobe signature (electronic). W-9 Form*

- The Master Supplier Form
  - Must accompany the W-9 Master Supplier Form
- **Optional: Automated Clearing House (ACH) Enrollment Form** (for direct deposit) ACH Enrollment Form
- **Bank letter or voided check**
  - Must accompany the ACH form
  - Must contain the account name, account holder's full address, account number and bank routing number
  - Account information on the bank letter or voided check must match the designated ACH form

*Note: A bank letter must be on the bank's letterhead and signed by a bank official*

### How will I know I am officially enrolled in the Parent Stipend Program?

Applications for the monthly Parent Stipend Program undergo a review and approval process. Submission of an application does not guarantee enrollment in the program. You will receive an email confirming enrollment and next steps once your application is reviewed and approved.

### When will I receive my stipend?

Payments are made the month after transportation occurs (e.g., the September stipend will be issued by the end of October). The stipend will be issued after an attendance review has taken place approximately 10 days after the end of each month to allow the school to enter the attendance information.

Direct deposit is recommended to avoid mail delays. OSSE-DOT cannot be responsible for delays caused by the US Postal Service delivery process.

### Can I receive multiple stipends for more than one eligible student?

Yes. You can opt to self-transport more than one student. Upon application approval, you will receive a stipend for each approved student.

### Who can I contact with questions about the stipend program?

Email: [osse.stipendapp@dc.gov](mailto:osse.stipendapp@dc.gov).