



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Transportation for Students with Disabilities who are Removed from School due to Immunization Non-Compliance

This document serves to clarify the guidance in Section III of the [Immunization Attendance Policy](#).

Some students with disabilities receive transportation as a related service on their individualized education programs (IEPs) or 504 Plans. Prior to removing from school any student with an IEP, the School Health Team shall confirm with the LEA Representative Designee/Special Education Coordinator whether that student is receiving transportation services. Likewise, the School Health Team shall confirm this information with the 504 Coordinator for any student with a 504 Plan. If a student is receiving transportation services and must be removed due to noncompliance, the school should notify the parent, guardian, or adult student that transportation services will be paused as part of the final determination written notice (see Section II, Step 4 of the Immunization Attendance Policy).

Concurrently with sending the final determination written notice to the parent, guardian, or adult student (see Section II, Step 4), the School Health Team shall work with the LEA Representative Designee/Special Education Coordinator or 504 Coordinator to cancel the student's transportation services. This should occur as early as possible on the same day that the final determination written notice will be sent to the parent, guardian, or adult student. LEAs are required to send an email to DOT.ParentCallCenter@dc.gov using the subject *"No Shot No School – Suspension of Transportation"* with the following information:

1. Student Name
2. Uniform Student Identifier (USI)
3. Effective Date of Transportation Suspension
4. Student Home Address
5. LEA/School Name
6. School Address
7. Parent/Guardian Name
8. Parent/Guardian Contact Info

This email will alert the Office of the State Superintendent of Education Division of Student Transportation (OSSE-DOT) to no longer transport the student. If a student who has been removed from school arrives at school via a school bus or any other means of transportation, then the school should follow the process outlined in Section II, Step 5 to call the parent or guardian and to facilitate the student remaining in the front office or designated area until the student is picked up by the parent or guardian.

Once the student has been determined to be in compliance with immunization certification requirements (Section II, Step 6), the School Health Team shall alert the LEA Representative Designee/Special Education Coordinator or the 504 Coordinator to submit a new email to DOT.ParentCallCenter@dc.gov using the subject *"No Shot No School – Resume Transportation"* with the following information:

1. Student Name
2. USI
3. Effective Date to Resume Transportation
4. Student Home Address
5. LEA/School Name
6. School Address
7. Parent/Guardian Name
8. Parent/Guardian Contact Info

This email shall be received by OSSE as soon as possible after the school receives the immunization certification to ensure that the student is able to receive timely service. OSSE-DOT will contact the parent/guardian prior to resuming transportation services. Resuming transportation services for the student may take up to 24 hours. For any service delays, the parent, guardian, or adult student shall provide transportation for the student. They may request reimbursement (osse.dc.gov/service/parents-transportation-students-disabilities) from OSSE-DOT for the transportation provided for those days.

For any questions, LEAs may reach out to the OSSE support team via email at DOT.ParentCallCenter@dc.gov.