



# OSSE DIVISION OF STUDENT TRANSPORTATION

## Parent Checklist

This checklist is designed for parents/legal guardians of eligible students who receive transportation services. Outlined below are LEA and DOT responsibilities followed by steps parents should follow to ensure their child's transportation is established for the start of the new school year. If you have any questions or concerns, please contact your local school or the Parent Resource Center at (202) 576-5000 or by email at [osse.dot@dc.gov](mailto:osse.dot@dc.gov).

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### LEA RESPONSIBILITIES

LEAs are responsible for coordinating and scheduling the IEP team meeting to determine Transportation Eligibility in order for student transportation to be scheduled.

- Once transportation is deemed eligible for the student the LEA is responsible for submitting to DOT, a transportation request form with up to date details of (attending school, AM/PM addresses, etc.)
- The LEA is also responsible for making sure that DOT has the most up to date contact number for parents/legal guardians, in order that contact can be made for data verification, route notification calls (change in scheduled times, delays, etc) and incident notification.
- If parent/legal guardian indicates student will not be utilizing transportation service, LEA must update information in the appropriate system.
- LEAs must submit TRFs prior to the start of the new school year (First Monday in June,) prior to the start of ESY (First Monday in May) and for any changes required during the school term (i.e. new address, change in school placement, etc.)

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### DOT RESPONSIBILITIES

OSSE DOT is responsible for scheduling transportation services for eligible students.

- Upon receipt of the TRF from the LEA, OSSE DOT will schedule transportation services for students to ensure on-time arrival to and from school.
- OSSE DOT will contact parents of students whom transportation requests have been received in order to verify data (ex: school, pick up/drop off address, program-if applicable, etc.)
- Upon completion of routing activities, OSSE DOT will contact parents prior to the start of the school year to provide transportation details (ex: pick up times, drop off times, etc.)
- If a TRF is not received by the submission deadlines, OSSE DOT will contact the parents of the students via mail and request immediate follow up with their school.

Please note OSSE DOT requires 10 business days to process TRF upon receipt.

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### PARENT RESPONSIBILITIES

- Confirm intent to utilize transportation service with the LEA or your child's enrolled school
- Ensure your child's school has the correct home pick up address and drop off address and parent's contact information (phone number, email address) to submit the TRF.
  - TRFs should be submitted by the beginning of May (if your child is eligible for ESY) and the beginning of June for the following school year.
  - If there is a change in address or contact information before the start of school, make sure the school/LEA is aware so they can submit a new TRF for your child. Please note all updates will require up to 10 business days for processing and implementation.
- Confirm school enrollment and attendance for which a transportation request has been submitted
- Contact your child's school in May to see if they have submitted a transportation request for Extended School Year ESY, if your child is scheduled to attend ESY.
- Contact your child's school in June to see if they have submitted a transportation request for the upcoming Fall School Year.