



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **DOT LEA Guidance Communication**

### **Special Education Transportation for the 2022-23 School Year**

The Office of the State Superintendent of Education's Division of Student Transportation (OSSE DOT) is prepared to provide transportation services for the 2022 Extended School Year (ESY) and the 2022-23 school year (SY), to schools offering in-person classes or a hybrid schedule that includes in-person classes.

### **Transportation Online Tool for Education (TOTE)**

The Transportation Online Tool for Education (TOTE) is now ready to receive data submissions for both ESY 2022 and the 2022-23 school year. Please make sure all users have the necessary access and have been trained to submit school calendars and student Transportation Request Forms (TRF). As usual, TOTE system training **is mandatory** for all new users and is offered to all users regularly; refresher training is offered as needed throughout the year. Since we have made system changes to accommodate more flexible school schedules, we encourage all existing users to participate in one of the updated training or TOTE drop-in sessions. Register [here](#).

### **Data Submission Deadline**

Local education agencies (LEAs) and non-public special education schools that provide in-person services to transportation-eligible students are expected to submit a calendar for each program (ESY and school year). LEAs are responsible for submitting a TRF for each transportation-eligible student's associated program. The deadline for data submission for the ESY 2022 school term is **Monday, May 2, 2022**. For LEAs that have not yet determined the timeline and other details of your ESY services by the previously stated deadline, please note, OSSE DOT requires calendars and TRFs to be submitted no later than 20 business days prior to the start of in-person services. This allows OSSE DOT to appropriately plan and provide transportation services by the first day of in-person programs. The data submission deadline for the 2022-23 school year is **Monday, June 6, 2022**.

### **To Pause or Resume Transportation Service**

Once the school year begins, if for any reason your school's in-person posture changes and transportation services need to be temporarily suspended, please notify OSSE DOT at [DOTcriticalinfo@dc.gov](mailto:DOTcriticalinfo@dc.gov). DOT requires a minimum of five business days' notice to resume transportation services. This time allows us to reassess services, verify student information, and ensure adequate staff coverage to resume services efficiently. Contact our Parent Call Center at (202) 576-5000 to make service adjustments for individual students. Please be sure to provide the dates of the adjustment and the date service is expected to resume.

### **New Students to Your LEA**

Each year LEAs receive new students who are eligible for and require transportation services. The timing of those students appearing in the Student Education Data System (SEDS) varies based on the students' former LEA switching their Student Information System (SIS) to the upcoming school year. LEAs will be able to access some students sooner than others depending on whether or not the students' former LEA holds an ESY. LEAs can utilize the 2022-23 School Year Early Access to Students with Disabilities (SWD) Data application in Qlik (LEA Data Managers have access) to prepare necessary information in order to submit a TRF as soon they gain access to the student. OSSE DOT processes requests that are received 10 or more business days prior to the first day of school to ensure services begin on the first scheduled school day. All other TRFs are processed on a rolling basis according to our policy. OSSE DOT will reimburse LEAs for providing transportation service to students that, through no fault of their own, we're unable to submit a timely TRF. Information regarding the LEA Reimbursement Program can be found [here](#).

### **Observed Holidays**

During ESY 2022 and the 2022-23 school year, OSSE DOT will not operate on the following [holidays](#):

- **Independence Day:** Monday, July 4, 2022
- **Labor Day:** Monday, Sept. 5, 2022
- **Indigenous Peoples' Day:** Monday, Oct. 10, 2022
- **Veterans Day:** Friday, Nov. 11, 2022
- **Thanksgiving Day:** Thursday, Nov. 24, 2022
- **Christmas Day:** Monday, Dec. 26, 2022
- **New Year's Day:** Official date of observance in alignment with DC Department of Human Resources (DCHR) holiday schedule
- **Dr. Martin Luther King, Jr.'s Birthday:** Official date of observance in alignment with DCHR holiday schedule
- **Washington's Birthday:** Official date of observance in alignment with DCHR holiday schedule
- **Memorial Day:** Official date of observance in alignment with DCHR holiday schedule
- **Juneteenth National Independence Day:** Official date of observance in alignment with DCHR holiday schedule

If an LEA remains open on any of these holidays, OSSE DOT will provide LEA or parent reimbursement for transportation services provided.

### **Resources**

LEAs and schools can access additional information regarding student transportation in the 2022-23 School Year [School Bus Safety Kit](#) and are welcome to share it with families as well.

If you have additional questions or concerns regarding TOTE, please contact our TOTE Support Line at (202) 576-5520 or [dot.data@dc.gov](mailto:dot.data@dc.gov). For all other inquiries please contact our Resource Center at (202) 576-5000.

To register for TOTE training please click here: [TOTE Training Link](#)