



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**DIVISION OF STUDENT TRANSPORTATION
PARENT PROVIDED TRANSPORTATION REIMBURSEMENT GUIDELINES**

Dear Parent/Legal Guardian:

The Office of the State Superintendent of Education, Division of Student Transportation (OSSE DOT) provides roundtrip transportation services to students with disabilities from their homes to their schools.

Please follow the instructions below to support reimbursement for Qualified Transportation Expenses (QTE) provided to an eligible student(s) with disabilities for travel to and from educational programs under the OSSE DOT Parent Transportation Reimbursement Program (PTRP) for:

- A. Transportation services that occurred as a result of failure on the part of OSSE DOT to provide bus service, or
- B. The parent/guardian has chosen to transport the student(s) themselves and must provide notification and justification by contacting the OSSE DOT Parent Resource Center at (202) 576-5000 in advance of transport.

Note: QTE are determined by calculating the closest or shortest available route between home and school. OSSE DOT has broad jurisdiction in selecting measurement points on school property for purposes of determining eligibility, as long as it is done so reasonably and fairly.

Preparation and Submission:

- 1.) The request package shall consist of the following documents:
 - Parent Transportation Certification Form (Attachment 1)
 - Form W-9: Request for Taxpayer Identification Number and Certification (One-Time Submission per School Year) (Attachment 2)
 - Document Showing Mileage Incurred – (i.e., Google Maps, MapQuest, etc.)
Note: OSSE DOT authorizes mileage reimbursement based on the U.S. General Services Administration (GSA) guidelines at the time of transport
- 2.) Upon completion of the package, please submit the request via the secure Box upload site located here: osse.dc.gov/service/parents-transportation-students-disabilities OR via US Postal Service to the attention of: OSSE DOT, 1050 1st St. NE, 2nd Floor, Washington DC 20002.