



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 also received authorization in advance from the Director of Student Transportation. **Authorization is requested by contacting the OSSE-DOT Customer Engagement Department at (202) 576-5000.**

*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)
  - Attendance Record from the Student's School  
*Note: School Attendance Record must be on official school letterhead and signed off by school authorizing official*
  - 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.*
- 2) Upon completion of the package please submit the request via electronic mail to: [osse.financedot@dc.gov](mailto:osse.financedot@dc.gov); or via US Mail to the attention of: DOT/Fiscal Management Department, 1050 1<sup>st</sup> St, N.E. – 2<sup>nd</sup> Floor, Washington DC 20002.

**Attachments**

Attachment 1 – Parent Provided Transportation Certification Form

Attachment 2 – Form W-9