



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**DIVISION OF STUDENT TRANSPORTATION  
PARENT TRANSPORTATION REIMBURSEMENT PROGRAM 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.

A parent/guardian may qualify for reimbursement for the cost of transporting their eligible student with disabilities to and from school if:

- A parent or guardian transports their student for an instructional day at their school that falls on [a DC Government-observed holiday](#) (when OSSE-DOT is not operating student transportation); or
- A parent or guardian transported a student due to failure on the part of OSSE to provide services (e.g., the student's bus does not show up within the scheduled pick-up window, or the student cannot be transported due to a no-show nurse or 1:1 aide required under the student's IEP).

Reimbursement packages must be submitted to OSSE no later than 30 days after the date(s) of service in order to be considered.

Please follow the instructions below to support reimbursement for Qualified Transportation Expenses (QTE). Note: QTE is 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. Additionally, OSSE DOT is using the per-mile rate of \$1.48 for the applicable school year.

**Directions:**

1. Prepare a reimbursement request package consisting of the following documents:
  - Parent Transportation Certification Form
  - Form W-9: Request for Taxpayer Identification Number and Certification
    - One-Time Submission per School Year
    - *For direct deposit*, please submit a bank letter to include (1) account holder's name, (2) account number and (3) bank routing number.
  - A record of the student's attendance for the date(s) of the requested reimbursement (e.g., student attendance log on school letterhead)
  - Documentation that includes mileage incurred from the home address to the student's attending school, for example:
    - Parent provided transportation (i.e., Google Maps, Apple Maps, etc.);
    - Receipts from a rideshare/taxi service showing pick-up and drop-off addresses and actual charges incurred;
    - Metro fare obtained from the [WMATA Trip Planner](#).
2. Submit the complete reimbursement request package via the secure Box upload site located here:

[osse.dc.gov/service/parents-transportation-students-disabilities](https://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.

**Reimbursement requests must be submitted no later than 30 days after the date of service.  
Reimbursements will be processed within 60 days of having received all of the required documents.  
Reimbursement requests are subject to OSSE-DOT review and approval; submission of a request does not guarantee reimbursement.**