



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 (DOT) provides free transportation services to and from educational programs during the school year and the extended school year (ESY) to eligible students with disabilities who attend District of Columbia Public Schools and Public Charter schools or who have been placed in nonpublic schools within the District of Columbia and the immediate Washington Metropolitan Area as outlined in the student's Individualized Education Plan (IEP).

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 Parent Resource Center at (202) 576-500.**

*Note: QTE's 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*
  - 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) ; via fax at (202) 481-3420 or via US Mail to the attention of: DOT/Fiscal Management Department, 1050 First Street, N.E. – 2<sup>nd</sup> Floor, Washington DC 20002.

**Attachments (English and Spanish)**

Attachment 1 –Parent Provided Transportation Certification Form

Attachment 2 –Form W-9