



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

OSSE DOT PARENT and LEA REIMBURSEMENT for SELF-TRANSPORT APPROVAL FORM

This self-certification is a condition of the Office of the State Superintendent of Education Division of Student Transportation (OSSE DOT) policy regarding parent/guardian reimbursement for student transportations services. I do hereby waive and release any and all claims, damages and losses against the OSSE DOT and my child's local education agency (LEA) whether pursuant to the Individuals with Disabilities Education Act (IDEA), contract or personal injury law, or otherwise, that may arise from the transportation of my student as described herein.

PARENT/GUARDIAN/LEA NAME	STUDENT NAME
PARENT/STUDENT ADDRESS	SCHOOL NAME/LEA
PARENT CONTACT PHONE NUMBER/EMAIL ADDRESS	SCHOOL ADDRESS

STUDENT ID NUMBER (USI) _____

If transporting multiple students, a list of students can be attached to this form
I am requesting to self-transport due to the following reason(s):

OSSE DOT's decision regarding this self-transport request:

- Approve the request to self-transport student.
- Deny the request to self-transport student.

Reason for Denial:

Note: Approval must be obtained prior to submitting a reimbursement request. Any costs expended prior to approval will not be eligible for reimbursement.

I certify/attest that I am requesting permission to self-transport my student:

Parent/Guardian Signature: _____ **Date:** _____

Approved/Denied By: _____ **Date:** _____

Note: Except for LEAs: If the request is for more than one student, you must submit a separate request for each student. OSSE DOT will not reimburse multiple student transports in the same vehicle OR for overlapping mileage.

Completed forms must be submitted through the OSSE Secure BOX upload site located here: osse.dc.gov/service/parents-transportation-students-disabilities, by email by email to osse.financedot@dc.gov, or through the US Postal Service to the attention of, OSSE DOT, 1050 First St. NE, Second Floor, Washington, DC 20002.