



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.

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 obtain approval from OSSE DOT in advance of transport.

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.

**Preparation and Submission:**

1. The request package shall consist of the following documents:
  - Parent Transportation Certification Form
  - An OSSE DOT approval 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 dates of the requested reimbursement
  - Documentation must include mileage incurred from the home address to the student's attending school
    - Parent provided transportation (i.e., Google Maps, Apple Maps, etc);
    - Ridesharing or taxi transport receipts showing actual trips completed;
    - Metro fare based on the current rate via the [WMATA Trip Planner](#).
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](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 approval from OSSE-DOT is required prior to the submission of a reimbursement request.**