



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

DIVISION OF STUDENT TRANSPORTATION

Dear [Insert Parent/Guardian Name]

The Office of the State Superintendent of Education (OSSE) Division of Student Transportation (DOT) is asking for your help in ensuring your student's timely and accurate transportation to and from school at the start of the 2021-2022 school year. OSSE DOT must receive a transportation request form (TRF) from your student's school in order to provide in-person transportation services to and from school. OSSE has not yet received the required form for [INSERT STUDENT NAME] from [INSERT SCHOOL NAME].

If your student is scheduled to attend in-person instruction we ask that you contact the school at [PHONE NUMBER] and ask them to submit a transportation request form to OSSE DOT as soon as possible. Without this form, OSSE cannot provide transportation services at the beginning of the term, as provided in your student's individualized education program (IEP). If your student is not going to attend in-person instruction for the start of the 2021-2022 school year, please let the school know so they can indicate in our system that the student will not utilize transportation services for the start of the 2021-2022 school year.

If your child is attending a new school for the upcoming school term, please contact the new school.

Please note: If your student is changing schools from fall 2020-2021 to school year 2021-2022, please make sure that:

- You have appropriately withdrawn the student from the last school of enrollment;
- You have completed the appropriate enrollment process through the My School DC school lottery (if applicable); and
- You completed the appropriate enrollment package for the new school year.

If you have any questions regarding this letter, please contact the OSSE DOT Parent Resource Center at (202) 576-5000, or contact your student's school.

Thank you,

Gretchen Brumley

Director  
Division of Student Transportation  
Office of the State Superintendent of Education