

Parent Letter
DRAFT

Dear <--Insert Parent/Guardian Name-->

The Office of the State Superintendent of Education (OSSE) is asking for your help in ensuring your student's timely and accurate transportation to and from school at the start of the 2019 extended school year/the 2019-20 school year. Each year, OSSE must receive a transportation request form from your student's school in order to provide transportation services to and from school. OSSE has not yet received the required form for [INSERT STUDENT NAME] from [INSERT SCHOOL NAME].

We ask that you contact the school at [PHONE NUMBER] and ask them to submit a transportation request form to OSSE 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 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 2018-19 to fall 2019-20, please make sure:

- You have appropriately withdrawn the student from the last school of enrollment;
- You have completed the appropriate enrollment process through the MySchoolDC school lottery; and
- You completed the appropriated enrollment package for the 2019-20 school year.

If you have any questions regarding this letter, please contact ([INSERT OSSE DOT CONTACT]) or your student's school.

Thank you,

Gretchen Brumley, Director