



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

Dear Parent,

Our records show that your child's IEP includes eligibility for Extended School Year (ESY) transportation services from OSSE-DOT this summer.

However, as of today, your student's school has not submitted a Transportation Request Form (TRF) to OSSE for your child. The deadline for all LEAs to submit TRFs for students who require ESY-related transportation services was Monday, May 5, 2025.

Timely and accurate TRFs are critical for OSSE to build efficient bus routes and serve students and families effectively.

If you believe this was an error and your student will require ESY bus services this summer, please immediately contact your LEA/school requesting that a TRF for your child be submitted to OSSE as soon as possible.

Thank you,

OSSE Division of Transportation