

TO: Non-Public School

FROM: Transportation and Student Accounting Offices

RE: Procedure for Requesting Student Transportation Reimbursement and Compulsory Student Reporting

Enclosed is the necessary form required for your school to claim transportation reimbursement and to comply with Minnesota Compulsory Instruction Reporting laws.

Your completed form should be returned to school office.

Form #1000 Parent Request Form and Instructions should be duplicated (2 sided) by the non-public school and made available to all parents of children eligible for reimbursement. Parents must complete and return this form to the non-public school. The school should then summarize all parent request forms onto Form #1002, then keep Form #1000 on file and submit Forms #1001 and #1002 to the district by October 1. Form #1000 should be filed at your school and must be completed by the parent or reimbursement will not be made.

Parents
Fill Out

Form #1001 Non-Public School Application & Certification must be completed and submitted to the district by October 1.

Filled Out
by
School
Office

Form #1002 Student Transportation Roster & Attendance Report for all eligible students must be compiled and submitted to the school district by October 1. (Note: Helpful website for determining student's resident district (pollfinder.sos.state.mn.us)).

On May 15, the school should resubmit the Student Transportation Roster and Attendance

Report (Forms 1001 & 1002) listing actual attendance (projecting attendance to end of the school year). The district will reimburse the school prior to **June 30** for all eligible students. All reimbursements received by the school must be disbursed to parents or applied to their accounts. Payment will not be made if the appropriate forms are not received by May 15.

Enclosed: **Form #1000 – Parent Request for Transportation Reimbursement & Instructions**

PARENT INSTRUCTIONS

If your child is transported to and from a non-public school at your expense and is eligible for reimbursement, you may, through your school of attendance, request reimbursement for transportation.

Minnesota State Law specifies that students attending out of district non-public schools are eligible for transportation services or reimbursement for transportation to the district boundary.

TO BE ELIGIBLE FOR REIMBURSEMENT EACH OF THE FOLLOWING MUST BE MET:

- A. Student must live more than 2 miles walking distance from school.
- B. Student is not offered transportation by the district of residence.
- C. Student must be a resident of the district from which reimbursement is claimed.
- D. Parent has submitted a signed request **to the non-public school** at the beginning of the year, no later than 30 days after the beginning of school.
- E. Transportation will either be arranged by the non-public school or by the parent. If the parent is providing the transportation, it will be the responsibility of the parent to assure that the student is transported safely with adequate insurance kept in force, a qualified licensed driver and vehicle in safe operating condition.

If your child or children are eligible according to the specifications listed above, you may use the form on the reverse side to apply for reimbursement. Return this form to the non-public school that your child attends. Re-imbursement will not be made if this completed form is not on file in your school office.

After the school has received your request and reported this information to our district, reimbursement will be sent to your school after the end of the school year. Reimbursement will be made on a per student basis (if transportation is by bus) or family basis (if the student is being transported by a parent vehicle). Your school will either send you a check or apply it to your account.

Please complete, sign and return the request form on the reverse side to your child's school.

(Parent Request on reverse side)

FORM # 1000 (Parent submits to nonpublic school to retain in their files)

PARENT REQUEST FOR TRANSPORTATION REIMBURSEMENT

School District of Residence

School Year

School Attending

Parent must read reverse side, complete this side, sign and submit to your school within 30 days of the start of school.

Parent or Guardian's Name

Address

Name of students In family requesting Reimbursement	Grade	Transported By Parent or Bus?
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- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

I certify that the information provided here is accurate. I have read the eligibility requirements and agreed that the transportation I am being reimbursed for provides for the safety and well being of my children and that all requirements are being followed.

Parent's signature _____ Date _____

(Parent Instructions on reverse side)