



Detroit Lakes Public Schools
 Educational Aids for Non Public Schools
Request for Payment/Reimbursement

Non Public School Name: _____

Total Reimbursement Requested: _____

Name of Vendor: _____

(Use one form per vendor. Please duplicate this form as necessary.)

Please make reimbursement check payable to:

Name _____

Address: _____

City/State/Zip: _____

Phone: _____

ATTACH ORIGINAL ITEMIZED INVOICE OR RECEIPT WITH THIS FORM.

Invoice Date	Invoice Number	Vendor /Company / Name on Invoice	Description: Example: Textbooks, Individualized Instructional Material, Standardized Test	Amount Requested

NonPublic School Parent/Guardian/Administrator Signature: _____ Date: _____

Submit this form to:
 Detroit Lakes Public Schools
 Debbie Janzen, Homeschool Liaison
 702 Lake Avenue
 Detroit Lakes, MN 56501

Below to be completed by Detroit Lakes Public Schools:

NonPublic Account Code: _____

Approved by: _____ Date: _____

(Superintendent)

Detroit Lakes Public School Reimbursement Guidelines
For Purchase of Textbooks, Individualized Instructional Materials and Standardized Tests

Procedures:

- ▶ Ensure intended use meets MN State guidelines. (see attached list of educational materials eligible for acquisition)
- ▶ The non-public school will place the order with the vendor using the following billing instructions:
Bill to: Name and address of your school, or you may submit a purchase list/receipt no later than May 1, prior to the new school year.
- ▶ Reimbursement form must be signed by the parent, guardian, or program administrator.
- ▶ Vendor's original invoice / receipt must specifically list the purchased items.
- ▶ Enclose receipt or original invoice from the vendor indicating payment has been received along with completed reimbursement request form. A packing list or statement of open balances is not acceptable; however, a packing list stating a zero balance is acceptable.

Send completed Request for Payment/Reimbursement form along with necessary documentation to:

Detroit Lakes Public Schools
Debbie Janzen, Homeschool Liaison
702 Lake Avenue
Detroit Lakes, MN 56501

Education materials are divided into three general categories:

- Textbooks
- Individualized Instructional Materials
- Standardized tests.

To be eligible for acquisition by the district for loan to the nonpublic pupil, educational materials must meet the following requisites of eligibility:

General conditions of eligibility – Eligible materials are:

1. Secular, neutral, nonideological, and no capable of diversion for religious use.
As used in this sense, secular, neutral, and non-ideological means such items would not be regarded as religious, spiritual, or sacred, in content or form and would be considered to present events, facts, and theories that pertain to religion or religious doctrine in an impartial manner.
2. Designed primarily for individual pupil use to attain educational objectives in a particular class or program in the school the pupil regularly attends; and/or cooperative learning group; and
3. Available and of benefit to Minnesota public school pupils.

- ***Textbook*** – A textbook is any book, workbook, manual, or book substitute provided to each pupil for the individual use of that pupil as a principle source of study in a given class or program.
- ***Individualized Instructional Materials*** – Individualized instructional materials are those educational materials, in addition to textbooks, which are used as a complementary source of study in a given class or program and are available for the individual use of each pupil in the class or program.

Examples of materials eligible for acquisition: Educational materials meeting the general conditions of eligibility and falling into any of the following groups of material are considered to be eligible for acquisition as individualized instructional materials. Published materials; periodicals; documents; pamphlets; photographs; reproductions; pictorial or graphic works; filmstrips; prepared slides; prerecorded video programs; prerecorded tapes, cassettes and sound recordings; manipulative materials, desk charts; games; study prints and pictures; desk maps; models; learning kits; blocks or cubes; flashcards; individualized multimedia systems; prepared instructional computer software programs; and prerecorded film cartridges.

Examples of materials NOT eligible for acquisition: Classroom supplies consumed in the normal instructional process, educational materials intended for general classroom use rather than individual use, instructional equipment, and teachers' aids are items not considered eligible for acquisition under this program.

Examples of such ineligible materials include: Instructional supplies such as blank tapes, blank cassettes, blank videotapes, blank computer diskettes, unexposed film, writing paper, construction paper, notebooks, thumbtacks, chalk, erasers, ink, paste, scissors, pencils, pens, crayons, chemicals, duplicating fluids, blackboards, wall maps, wall charts, processed 16 mm film, instructional equipment, library books, or other reference materials.

- ***Standardized Tests*** – This category includes the standardized tests and scoring services available from commercial publishing organizations and which are in use in the public schools of Minnesota to measure the progress of pupils in secular subjects.