

Cedric Hodo, Senior Executive Director  
 Kenneth R. Thomas, Assistant Director of Auxiliary Services  
 Lisa Kvistad, Interim Superintendent of Schools

Dear Parent/Guardian:

Under Wisconsin Statutes 121.55(3), the Board of Education may fulfill its obligation to transport qualified high-cost private-school pupils by offering a parent transportation contract based upon the school district's average cost per pupil for bus transportation during the previous school year. **At this time the estimated average cost per pupil for student bus transportation that was paid for by the School District during 2022-2023 is \$598.65/ year or \$299.25 /semester.** A copy of the current calculation showing the average costs per pupil for 2022-2023 is attached. (This calculation was made using preliminary year-end figures which have not yet been audited.)

By law, subject to the limitation that the contract payment must not exceed the actual cost of transporting the private school student as certified by the parent, the payment you will receive under the contract being offered by the School District will be the greater of (1) \$5 times the distance in miles between the pupil's residence and the private school he/she attends; or (2) the school district's average cost per pupil for bus transportation in the previous school year. **If this contract offer is rejected, the Board of Education of the Madison Metropolitan School District is not obligated to provide transportation for your student.**

The Reimbursement Claim forms (attached) are to be submitted at the end of each semester (or by June 1<sup>st</sup> for the full school year) for the purpose of documenting and certifying your actual cost of transportation. Please note that you should keep records of the number of days your child actually attends school as well as the number of miles driven. The District may request to review those records if there are questions regarding your estimate of the actual cost of transporting your student. To establish your right to receive payment under a 2022-2023 school year "parent contract," the request for payment and the supporting documentation on the Reimbursement Claim form must be received no later than June 17, 2024. Parents may expect reimbursement within 30 days following the end of the MMSD semester/school year.

**PARENT TRANSPORTATION CONTRACT**  
 For the school year 2023 - 2024

I, \_\_\_\_\_, parent or guardian of the following named child, do hereby agree to accept responsibility for the transportation of said child to and from the assigned school on a regular basis

<u>Student</u>	<u>Grade</u>	<u>School</u>	<u>Enrollment Date</u>
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In consideration of this agreement, the Madison Metropolitan School District agrees to reimburse said parent or guardian for the cost of transportation, at the rate defined by state law (most typically, the lower of the District's average cost per pupil for bus transportation in the previous school year, or the actual cost of transportation as certified by the parent).

<b>Signature of Parent/Guardian</b>	<b>Parent's Address</b>	<b>Phone Number</b>
<b>Date Signed</b>		

**TERMS:**

- If you accept the contract, you may choose to receive your annual contract payment in two separate semester installments, or in a single lump sum at the end of the 2023-2024 school year.
  - To receive partial payment at the end of the first semester the District's transportation office must receive your contract and first-semester claim form (documenting your actual costs for transportation) no later than January 26, 2024.
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1. **If the student was transported by a personal automobile\***, show the total claimed actual cost attributable to this student.

(Total number of days driven) \_\_\_\_\_ x (miles per day) \_\_\_\_\_ x (cost per mile) \_\_\_\_\_ = \$ \_\_\_\_\_ total for sem./year.

\$ \_\_\_\_\_ total for sem./year (from above line) ÷ \_\_\_\_\_ (number of family members transported) = \$ \_\_\_\_\_ total amount claimed

Comments or explanation:

**\* You may only claim one round trip per day. For example, if your child 's school is 5 miles from home, the maximum mileage you can claim is 10 miles per day. Also, regarding the cost per mile: this is what you determine for your actual cost. You may utilize the IRS mileage reimbursement. Refer to the IRS tax tables for accurate mileage rates.**

2. **If student was transported by others for a fee**, show the total claimed cost attributable to this student and explain:

(Number of days transported) \_\_\_\_\_ x (cost per day) \_\_\_\_\_ = \$ \_\_\_\_\_ (total cost for semester/year)

Comments or explanation:

3.I, \_\_\_\_\_ (print name), certify that this claim does not exceed the actual cost of transportation for this child, and that the above-named child **did actually attend school on the number of days claimed.**

Date signed \_\_\_\_\_ Signature \_\_\_\_\_

**Identify the person who should receive payment and the address where payment should be mailed. Please print clearly:**

Pay to \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Street address \_\_\_\_\_  
 City/State \_\_\_\_\_ Zip \_\_\_\_\_

**Return this form to:**  
 MMSD Transportation Office, 4711 Pflaum Rd, Madison, WI 53718  
 or via email at [transportation@madison.k12.wi.us](mailto:transportation@madison.k12.wi.us)  
 at the end of each semester (approximately January 26 and no later than June 17).

**FOR TRANSPORTATION OFFICE USE ONLY:**  
 Amount paid to school: \_\_\_\_\_ OR Amount paid to parent: \_\_\_\_\_