

## **Home School Reimbursement Procedures and State Guidelines for Nonpublic Pupil Aid**

1. Please fill out and turn in the Student Report for Aids to Nonpublic Students Form. This form is **due in to our office by 9:00am on Tuesday, October 1, 2024**. No late forms can be accepted.
  - a. Please note, items do not need to be purchased by October 1, only the aid form needs to be turned in.
2. Purchase student instructional materials between **July 1, 2024 and April 15, 2025**. Items ordered before July 1, 2024 cannot be reimbursed, due to the new fiscal year starting on July 1<sup>st</sup>.
  - a. The state aid entitlement for 2022-2023 for textbook, instructional materials and testing is **\$120.97 per eligible pupil**.
  - b. The materials purchased with these funds must be nonsectarian, **new** (not used), for student use only (they do not include teacher/instructor materials), and appropriate for potential use in a public-school setting. Items cannot be consumable (ex: school supplies). Materials are the property of the public-school district.
  - c. The state can reimburse for sales tax and shipping costs, as well as required standardized testing.
3. Place your order directly with each company, between July 1, 2024-April 15, 2025.
4. When you have received all of your materials, please fill out the enclosed Reimbursement Form. Attach itemized receipts to the form. Receipts must show:
  - a. Vendor name and item number
  - b. Proof of payment.
  - c. The order/ship date.
  - d. The book title and ISBN number, if available (please hand write it if it is not included).

**The deadline for turning in receipts for the 2024-2025 school year is Tuesday, April 15, 2025; by 5pm.**

If you have any questions, please call or e-mail Cyndi Steinke, Management Assistant – Student Services, at 763-600-5081 or [cstein@district16.org](mailto:cstein@district16.org).