

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 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 below.