



TO: Non-Public School

FROM: Minnetonka Public Schools, Transportation and Student Accounting Offices

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

Enclosed are the necessary forms required for your school to claim transportation reimbursement and to comply with Minnesota Compulsory Instruction Reporting laws. **For your convenience we have consolidated the transportation reimbursement and compulsory student reporting forms to reduce the duplicate reporting by your school.** Therefore, an additional column has been added to report birth dates. Your completed form will be shared between transportation and student accounting. If the birth date is not included, you will be required to report to our student accounting office separately. In order to maintain our district census record, please include a student directory that also includes parent information.

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

Form #1002 Student Transportation Roster & Attendance Report for all eligible students must be compiled and submitted to the Minnetonka 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 by **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.

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