

EDUCATIONAL MATERIALS ELIGIBLE FOR ACQUISITION (Reimbursement)

MN State Reimbursement Guidelines

[MN Statute 123B.41, subd.2](#)

Educational materials are divided into three general categories: textbooks, individualized instructional materials and standardized tests. To be eligible for acquisition (reimbursement) by the district for loan to the non-public (home-schooled) pupil, educational materials must meet the following requisites of eligibility. If you would like approval prior to purchasing an item, please email the product link Dani Kleist at dkleist@plsas.org.

See page 1 of this form for more details on submitting receipts.

Eligible materials must be:

1. **Secular**, neutral, nonideological, and not capable of diversion for religious use. As used in this sense, secular, neutral, and nonideological 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.
3. Something that could be **used in the public schools** and is available for public schools to purchase; and
4. Materials must be **new** and purchased between July 1 and April 30 of the current school year, for use in the current school year.

Textbook means any book, workbook, or manual (including electronic books) provided to each pupil for the individual use of that pupil as a principle source of study in a given class or program. This may include teacher's edition, teacher's guide or other teacher materials **if** the pupil's textbook can only be purchased when packaged physically or electronically with teacher material.

Individualized instructional materials means educational materials, in addition to textbooks, which are used as a complimentary 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 (reimbursement):

Manipulative materials; desk charts; desk maps; educational games; models; flashcards; blocks or cubes; electronic books; audio books; magazines; subscriptions for current school year; choral and band sheet music.

Examples of materials NOT eligible for acquisition (reimbursement):

Teacher manuals sold separately; classroom supplies consumed in the normal instructional process such as writing paper, art and science supplies; instructional supplies such as blank flash drives; student planners; musical instruments; wall charts; instructional equipment such as calculators and cameras; subscriptions for multiple school years; library books; cookbooks; dictionaries and 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.