RICHFIELD PUBLIC SCHOOLS

TRANSPORTATION REIMBURSEMENT GUIDELINES
FOR NON-PUBLIC SCHOOLS

WHO IS ELIGIBLE

In accordance with Minnesota Statutes, the School District provides non-public schools an opportunity to request transportation assistance for all eligible students who are legal residents of the School District. To be eligible for Transportation Aid, elementary grade students must reside more than one mile from their school, and secondary students must reside over two miles from their school, or students must be eligible for Hazard Aid.

The School District may offer the non-public school transportation on District buses to the boundary, to the school, or to a safe collection point within the District. The transportation out of the district must be coordinated by the attending school, or the District may offer the non-public school transportation reimbursement for the in-district portion of the student's transportation to the school.

The non-public school requesting reimbursement must first ensure that transportation is provided either by the school or through a contract between them and the contractor or parent for driver and vehicles used. The non-public school must specify and oversee that all requirements are in force.

METHOD OF REIMBURSEMENT

The non-public school requesting aid is required to complete and submit the necessary application requests, contracts, and reports as required by the District so that the District may become eligible for State Transportation Aid for such transportation.

For the transportation service provided, the District agrees to pay to the School, and the School agrees to accept one total payment for all eligible students after July 1, 2027. Payment will be based on the number of eligible non-public students reported on Form C, times the District's (in-district) transportation cost per eligible student for the previous year.

The non-public school shall administer contracts, keeping them on file and making payments to the parent/contractor based on the pro-rated share of the cost and days transported. The non-public school shall be responsible for reimbursing the parents for every dollar received from the District and to advise each parent: "That a reimbursement check was received from the Richfield School District" and that you are either enclosing a check or that you are crediting their account.

PROCEDURE

Attached are the application forms, which must be submitted to the School District certifying that the school applying for transportation assistance is qualified in accordance with Minn. Stat. 120A.22 and Minn. Stat. 123B.84-87.

Please read the following information before completing the forms.

FORM A - APPLICATION AND CERTIFICATION

The non-public school is responsible for initiating the reimbursement process by making an application to the District each year. **Complete all areas on the form and submit it to the District by November 9, 2026.**

FORM B- CONTRACT: DISTRICT AND NON-PUBLIC SCHOOL

This contract commits the District to pay transportation reimbursement to your school only when all required forms and contracts are completed and on file. You will receive a copy of this contract with all required signatures when the District is satisfied that all requested information is on file. **Submit this contract to the Richfield School District by November 9, 2026.**

FORM C - NON-PUBLIC SCHOOL STUDENT ROSTER AND ATTENDANCE REPORT

This form must be submitted to the School District twice during the school year. Copies may be made of Form C as needed. All Richfield School District students are to be included on the Roster, whether they are transported by a School vehicle, private car, or contracted service.

November 9, 2026: The Roster is to be completed through the first six columns, signed by your school's representative and returned to the Richfield School District with the applications.

June 14, 2027: All columns (1-7) to be completed. Add any new students who enrolled after November 9, 2026. Sign and send to the Richfield School District Transportation Department.

Be sure to sign the Certification Statement.

FORM D - PARENT REQUEST FORM AND INSTRUCTIONS

This form should be duplicated by the non-public school and made available to all parents of children eligible for reimbursement. Parents must complete and return this form to the non-public school. The non-public school should then summarize all parent request forms onto Form C, keep Form D on file**, and submit Forms A and C to the District by November 9, 2026.**

The non-public school must require each parent to submit their signed Form D, or no reimbursement will be given. No other contract or insurance certificates will be required.

FORM E - CONTRACT: NON-PUBLIC SCHOOL/CONTRACTOR

This contract is for the non-public school use only. Schools that contract with a private contractor shall keep signed copies on file.

These signed contracts are to be kept on file at your school.

This contract is an agreement between the non-public school, which is responsible for arranging the safe and adequate transportation of Richfield School District's students and the transportation provider. Your school officials must be satisfied that:

1. Drivers are properly qualified and trained and have a valid license with a Class B Endorsement.
2. That all legal requirements for student transportation are being fulfilled.
3. That if the transportation provider is a private company, its drivers are properly trained and its vehicles properly maintained and inspected.
4. That proper insurance is maintained. Certificate of Insurance must be kept on file with the contracts.

FORM A

APPLICATION FOR IN-DISTRICT TRANSPORTATION ASSISTANCE
RESIDENT PUPILS ATTENDING SCHOOL OUTSIDE OF THE SCHOOL DISTRICT

School Year 2026-2027

Submit by: **November 9, 2026**

TO: Independent School District #280
Transportation Office
7001 Harriet Avenue
Richfield MN 55423

Non-Public Schools applying for transportation assistance with the resident school district must file this application each year and complete all blanks below.

SCHOOL INFORMATION SCHOOL DATES: OPEN

CLOSE

SCHOOL HOURS: START

DISMISS

Name of School

Address

City, State, Zip Phone

OF DAYS: IN SESSION

HOLIDAYS

Contact Person E-mail

Grades Taught (Circle)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Total School Enrollment in Non-Public School														
District Residents Enrolled in Non-Public School														
District Residents Transported Reimbursement being claimed														

The undersigned hereby certifies that the school requesting transportation assistance qualifies as a non-public school for such assistance in accordance with provisions of M.S. 120.10, Subd. 2, and Sec. 123.76-123.79; and that the non-public school agrees to make such transportation arrangements as necessary to ensure a complete trip to the non-public school and to file such reports as necessary for the resident school district to obtain state reimbursement aid for the in-district transportation costs.

Signed _____ Date _____

School Administrator or Principal

FORM B

RICHFIELD PUBLIC SCHOOLS
7001 Harriet Avenue
Richfield MN 55423

(Public School District and Non-Public School)

SUBMIT BY November 9, 2026

TRANSPORTATION AGREEMENT

THIS AGREEMENT made and entered this ___ day of ___ __,, 20_, between INDEPENDENT SCHOOL DISTRICT #280 of 7001 Harriet Avenue, Richfield, MN 55423, hereafter known as the "School District" and_____ of _____

Name of Non-Public School

Hereafter referred to as "School" agrees with the School District:

1. To provide transportation equipment which at all times will conform to the minimum standards for conventional school transportation as established by the State Board of Education and the legal requirements of the State of Minnesota.

2. To ensure that all bus contractors have all contracted buses and vans used for the transportation of pupils inspected as required by the State Department of Education.

3. To comply with the rules and regulations relating to school transportation adopted by the State Board of Education and the School District.

4. To make sure the following data is complete and on file in the school office before sending a certification for reimbursement to the School District.

a. Non-Public School Application and Certification. (Form A)

b. Copy of signed agreement between non-public school and School District. (Form B)

c. Student Roster - names and addresses of students residing within this school district transported by this agreement. (Form C)

d. Parent Request Form. (Form D)

5. The School District will be financially responsible only for eligible resident student transportation.

6. The term of this agreement is for the 2026-2027 school year, a maximum of 173 days in session,

commencing on the first day of school in August 2026, and ending on the last day of school in June 2027.

7. For the transportation service provided, the School District agrees to pay to the School and the School agrees to accept, one total maximum payment for all eligible students **after** July 1, 2026. Payment will be based on the number of eligible non-public students, pro-rated for the number of days of attendance, times the School District's (in-district) transportation cost per eligible student for the previous year. The number of students will be adjusted in June 2027; to include the number transported over **20 days.** The non-public school shall make payments to the parent/contractor based on the pro-rata share of the cost, geographies, and days transported. Any residual monies shall be returned to the School District.

School District #280

_____

Craig Holje, Chief Human Resources and Administrative Officer

_____

Non-Public School Signature

RICHFIELD PUBLIC SCHOOLS

NON-PUBLIC SCHOOL STUDENT ROSTER & ATTENDANCE REPORT **FORM C**

School Name: _____

Address: _____ City: _____ Zip: _____

Contact Person: _____ Phone: _____

Submit this information (first 6 columns) by **November 10, 2026**

to:
Richfield Public Schools
Attn: Dan Kretsinger, Director of Facilities & Transportation
7001 Harriet Ave South
Richfield, MN 55423

Fax Number: 612-798- 6292 Questions Call: 612-798- 6066

I certify that the information on this form is accurate and that the supporting documents, contracts, and insurance are on file and available for audit.
I also certify that all supporting documents comply with guidelines provided.

Add this information (Column 7) **Then re-submit by June 12, 2026**

School Official Signature

Signature Resubmitted with Attendance

Pupil's Name Grade	Address City Zip	Mode of Transportation (check one)			Attendance	
		Private Contractor	**Parent Provided**	**School Owned Vehicle**	Parent Request is On File	Number of Days Transported and Attended
1	2	3	4	5	6	7

FORM D

Submit to non-public schools to retain their files.

PARENT REQUEST FOR TRANSPORTATION REIMBURSEMENT

School District of Residence School Year School Attending

Parent must read reverse side, complete this side, sign and submit to your school within one week.

Parent or Guardian's Name

Address

		NAME	**TITLE**
Name of students in family requesting reimbursement	Grade	Transporting Organization or Parent	Bus operator, school, taxi, public transport or parent
1.			
2.			
3.			
4.			
5.			
6.			
7.			

NOTE: If transporting address is different from parent or guardian above, list item number and transporting address below.

I certify that the information provided here is accurate. I have read the eligibility requirements and agreed that the transportation I am being reimbursed for provides for the safety and well being of my children and that all requirements are being followed.

Parent's Signature Date

(Parent Instructions on reverse side)

FORM D
Reverse Site

PARENT INSTRUCTIONS

If your child is transported to and from an on-public school at your expense and is eligible for reimbursement, you may, through your school of attendance, request reimbursement for transportation to the boundary of district residence.

Minnesota State Law specifies that students who attend non-public schools are due transportation services or reimbursement to the district boundary.

ELIGIBLE FOR REIMB

A. Student must live more than 1 mile (elementary) and over 2 miles (secondary) walking distance from school.

B. When transportation is not offered by the student's school district of residence

C. Students 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

licensed driver. and a 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.**

After your request has been received by the school and your annual attendance is calculated, reimbursement from the district will be sent to your school. The non-public school will either send you a check or apply it to your account.

Please complete, sign, and return the request form on the reverse side to your school

FORM E (Contractor)

RICHFIELD ISD #280
7001 Harriet Avenue South
Richfield MN 55423

*** KEEP THIS SIGNED CON ON FILE AT YOUR SCHOOL ***

STANDARD SCHOOL BUS TRANSPORTATION CONTRACT
(Non-Public School/Contractor)

THIS AGREEMENT made and entered this 20___, by and between

of

(Non-Public School) (Address) (City) (State) (Zip)

hereinafter known as the "School" and

of

(Name of Contractor) (Address) (City) (State) (Zip)

Hereinafter referred to as "contractor."

For the consideration herein expressed contractor agrees with the School:

1. To transport students as designated by the School over school bus routes numbered or as specified by the School for one round trip per school day to and from the School. (Attach listing of names, addresses, and grades of students transported under this agreement.)

2. To provide transportation equipment which at all times will conform to the minimum standards for conventional school transportation as established by the State Board of Education and the legal requirements of the State of Minnesota. Contractor will provide a list of vehicles and drivers to include the following information:

YEAR/MAKE MODEL SEAT CAPACITY NUMBER OF STUDENTS VEHICLE DESCRIPTION

VEHICLE OWNER NAME DRIVER OF VEHICLE DRIVER AGE AND LICENSE #

3. To provide currently licensed and qualified drivers, whom the School and the school district, shall have approved. All buses must be inspected by the State at least once a year.

4. To provide and keep in force during the term of contract, liability insurance adequate for the number of students being transported protecting students, public, employees, and naming School and Independent School District #280 as "additional insured." Before sending this contract to School, please make sure the following data is complete and :

INSURANCE CERTIFICATE FROM VEHICLE OWNER'S INSURANCE COMPANY

5. To ensure that all bus contractors require all of their school bus drivers to attend one county or regional school bus drivers' school of instruction and take all vehicles used for the transportation of students for inspection as required by the State Department of Education.

6. School reserves the right to change or alter the routes of travel by giving at least two weeks written notice to contractor. Contractor cannot assign or transfer any part or all of his interest in this contract without the written approval of the School at a regular school board meeting.

7. To comply with the rules and regulations relating to school transportation adopted by the State Board of Education and the School Board of said district.

8. It is mutually agreed that the term of this contract shall be for the 20 -20 School Year of _____ days, commencing on the _____ day of 20__, and ending on the _____ of 20__, for which transportation service the agrees to pay and the contractor agrees to receive the sum of for the current school year per child. Extra services to be paid to contractor as agreed to in writing between the parties

IN WITNESS WHEREOF we have hereunto set our hands and seals this _____ day of 20 .

Non-Public School Name

By

Title

By

Title

Executive pursuant to resolution of School Board

Contractor Signature

DIRECTOR OF TRANSPORTATION
RICHFIELD PUBLIC SCHOOLS (DISTRICT 280)
7001 HARRIET AVENUE SOUTH
RICHFIELD MN 55423

We do not have any District #280 students attending our school for the 2026-27 School Year.

School _____

Address _____

City/State/Zip_____

Phone Number _____

Signed _____

Administrator or Principal _____

Date _____

School _____