

Submit to non-public school to retain in their files



PARENT REQUEST FOR TRANSPORTATION REIMBURSEMENT
2017-18 School Year

School District # of Resident (ie. Bloomington is District # 271)

Parents: Please read page two, complete this page, sign, and submit to your school within 1 week.

Parent or Guardian's Name

Address

Names of students in family Requesting reimbursement	Grade	<u>NAME:</u>	<u>TITLE:</u>
		Transporting Organization or Parent	Bus Operator, School, Taxi, Public Transp., 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: _____

(Must Read Parent Instructions on page two)

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 to the boundary of your district residence.

TAKE NOTE: In addition to this Bethany Academy form, most school districts will also have their own form for you to fill out and return to them. Be sure to check directly with your school district's transportation department to fulfill their requirements. Forms are often available on the district website under transportation.

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

TO BE ELIGIBLE FOR REIMBURSEMENT:

- 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. Student has attended non-public school more than 20 days and not attended the district school more than 20 days during the same year
- E. 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.
- F. 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 a vehicle in safe operating condition.

If your child or children are eligible according to the specifications listed above, you may use page 1 to apply for reimbursement. **Return this form to the non-public school (Bethany Academy) 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 directly to your home address or to your school. The non-public sector will either send you a check or apply it to your account.

Please complete, sign, and return the request form on page one to your school, then check with the school district in which you live to find out if they also have a form to be filled out for their purposes. Many districts have deadlines for this registration, so don't delay. If you have any questions regarding the transportation application process, please contact the Bethany Academy office.