



TO: Nonpublic Schools

FROM: Leila Marcy, Student Management Systems Coordinator

RE: Nonpublic Transportation Reimbursement and Compulsory Student Reporting

---

To avoid duplicate reporting, Westonka Public Schools has made available a combined form to claim transportation reimbursement and to comply with Minnesota Compulsory Instruction Reporting laws. The following forms are required in order to receive reimbursement from our district and/or report your roster of Westonka resident students.

### **Form 1000 – Parent Request for Transportation Reimbursement**

Please duplicate this form (front and back) and present to all parents of children eligible for reimbursement. Summary data will be collected onto Forms 1001-1002. Completed forms should be kept on file at your school. In order for a parent to receive reimbursement, this form must be completed.

### **Form 1001 – Nonpublic School Application and Certification**

This form must be completed and submitted to Westonka Public Schools by **October 15**.

### **Form 1002 – Student Transportation and Compulsory Instruction Attendance Roster**

This form must be completed and submitted to Westonka Public Schools by **October 15**, and again by **May 15**. Reimbursements are sent by June 30; these must be dispersed to parents or applied to their accounts.

Contact Info:

Leila Marcy, Student Management Systems Coordinator  
Educational Service Center  
5901 Sunnyfield Rd E, Suite A  
Minnetrista, MN 55364  
952-491-8024  
marcyl@westonka.k12.mn.us