

## PARENT REQUEST FOR TRANSPORTATION REIMBURSEMENT

*Submit to nonpublic school to retain in their files*

Westonka Public Schools

\_\_\_\_\_ School Year

\_\_\_\_\_ School Attending

*Parent must read reverse side, complete this side, sign and submit to your school within 30 days of the start of school.*

\_\_\_\_\_  
Parent or Guardian's name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

<i>Names of students in family requesting reimbursement</i>	<i>Grade</i>	<i>or Parent</i>	<i>Transporting Organization</i>	<i>Bus Operator, School, Taxi, Public Trans., or Parent</i>
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Note:** If transportation 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 the safety and well-being of my children and that all requirements are being followed.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT INSTRUCTIONS

If your child is transported to and from a nonpublic school at your expense and is eligible for reimbursement, you may, through your school of attendance, request reimbursement for transportation to the boundary of the Westonka Public School district.

Minnesota State Law specifies that students attending out of district nonpublic schools are eligible for transportation services or reimbursement to the district boundary.

### TO BE ELIGIBLE FOR REIMBURSEMENT

- A. Nonpublic school of attendance is of an affiliation not already offered within the Westonka School District.
  - If of same affiliation, must be of grade levels not already offered
- B. Student must live more than one mile (elementary) and over two miles (secondary) walking distance from the school.
- C. Transportation is not offered by the student's district of residence.
- D. Student must be a resident of the district from which reimbursement is claimed.
- E. Student has attended nonpublic school more than 20 days and not attended the district school more than 20 days during the same school year.
- F. Parent has submitted a signed request to the nonpublic school no later than 30 days after the beginning of school.
- G. Transportation will either be arranged by the nonpublic 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 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 nonpublic school that your child attends.

After the school has received your request and reported this information to our district, reimbursement will be sent to your school after the end of the school year. Your school will either send you a check or apply it to your account. Reimbursement rate is \$1.08 per day of attendance. If you have multiple children attending the same school, reimbursement will be determined by the student with the highest number of attendance days.

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

(Parent Request of Reverse Side)