



TO: Non-Public School

FROM: Minnetonka Public Schools, Transportation and Student Accounting Offices

RE: Procedure for Requesting Student Transportation Reimbursement and Compulsory Student Reporting

Enclosed are the necessary forms required for your school to claim transportation reimbursement and to comply with Minnesota Compulsory Instruction Reporting laws. **For your convenience we have consolidated the transportation reimbursement and compulsory student reporting forms to reduce the duplicate reporting by your school.** Therefore, an additional column has been added to report birth dates. Your completed form will be shared between transportation and student accounting. If the birth date is not included, you will be required to report to our student accounting office separately. In order to maintain our district census record, please include a student directory that also includes parent information.

Form #1000 Parent Request Form and Instructions should be duplicated (2 sided) by the nonpublic 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 school should then summarize all parent request forms onto Form #1002, then keep Form #1000 on file and submit Forms #1001 and #1002 to the district by October 1. Form #1000 should be filed at your school and must be completed by the parent or reimbursement will not be made.

Form #1001 Non-Public School Application & Certification must be completed and submitted to the district by October 1.

Form #1002 Student Transportation Roster & Attendance Report for all eligible students must be compiled and submitted to the Minnetonka school district by October 1. (Note: Helpful website for determining student's resident district (pollfinder.sos.state.mn.us)).

On May 15, the school should resubmit the Student Transportation Roster and Attendance Report (Forms 1001 & 1002) listing actual attendance (projecting attendance to end of the school year). The district will reimburse the school by **June 30** for all eligible students. All reimbursements received by the school must be disbursed to parents or applied to their accounts. **Payment will not be made if the appropriate forms are not received by May 15.**

Transportation Contact: Bette Bruning
952-401-5070
952-401-5092 fax

Bette.Bruning@Minnetonkaschools.org

Student Accounting Contact: Bev Klesk
952-401-5066
952-401-5092 fax

Bev.klesk@Minnetonkaschools.org

Enclosed: **Form #1000 – Parent Request for Transportation Reimbursement & Instructions**
Form #1001 – Non-Public School Application & Certification – 2 pages
Form #1002 – Student Request Roster & Attendance Report

These forms may also be found at our website: Minnetonka.k12.mn.us under "District Forms", Transportation Services "Out of District Non-Public Transportation Reimbursement Request".

FORM #1000

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.

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

TO BE ELIGIBLE FOR REIMBURSEMENT EACH OF THE FOLLOWING MUST BE MET:

- A. Student must live more than 2 miles from school.
- B. Student is not offered transportation by the district of residence.
- C. Student 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 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 non-public school that your child attends. Re-imbursement will not be made if this completed form is not on file in your school office.

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. Reimbursement will be made on a per student basis (if transportation is by bus) or family basis (if the student is being transported by a parent vehicle). Your 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 child's school.

(Parent Request on reverse side)

FORM # 1000 (Parent submits to nonpublic school to retain in 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 30 days of the start of school.

Parent or Guardian's Name

Address

Name of students In family requesting Reimbursement	Grade	Transported By Parent or Bus?
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1.

2.

3.

4.

5.

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 1001 NON-PUBLIC SCHOOL APPLICATION & CERTIFICATION

Submit by October 1st to:

Minnetonka Public Schools
Transportation Dept.

For School Year _____

5621 County Rd 101
Minnetonka, MN 55345
Fax: 952-401-5092

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

SCHOOL INFORMATION

SCHOOL DATES: OPEN ____ CLOSE

Name of School

HOURS: START _____ DISMISS _____

Address

DAYS: SESSION _____ HOLIDAYS _____

City, State, Zip

E-Mail Address:

Contact Person

Phone Number

Grades Taught	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Total School Enrollment in Non-Public School														
District Resident enrolled in Non-Public School														

District Residents Transported For which you are claiming Reimbursement.																	
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The undersigned hereby certifies that the school requesting transportation assistance qualifies as a nonpublic school for such assistance in accordance with provisions of M.S. 120A.22, subd. 4 and M.S. 123B.84 – 123B.89; and that the non-public school agrees to make such transportation arrangements as necessary to insure 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

(STUDENT TRANSPORTATION and COMPULSORY INSTRUCTION ATTENDANCE ROSTER on next page)

STUDENT TRANSPORTATION and COMPULSORY INSTRUCTION ATTENDANCE ROSTER

School Name: _____

School Year: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____

Contact Person: _____

<p>I certify that the information on this form is accurate and that other supporting documents are on file and available for audit. I also certify that all supporting documents comply with guidelines provided.</p> <hr/> <p>School Official Signature 10/1</p> <hr/> <p>Signature resubmitted with attendance 5/15</p> <hr/>	<p>Please provide this information by October 1</p> <p>To: Minnetonka Public Schools Attn: Transportation Dept 5621 County Rd 101 Minnetonka, MN 55345</p> <p>Phone: 952-401-5023 Fax: 952-401-5092</p> <p>District approval of data indicated by signature at bottom of page. Approved form then resubmitted by nonpublic school by May 15 with attendance information entered.</p>	<p>Transportation Codes:</p> <p>PC – Private Contractor</p> <p>SV – School Vehicle</p> <p>PA – Parent Vehicle</p> <p>MB – City Bus</p> <p>O – Other (Describe)</p>	<p>Complete and submit to School District by October 1 of the current school year.</p> <p>Update and resubmit by May 15.</p>			
Pupil's Name (alpha)	Birth Date	Grade	Address, City, Zip	Tran Code	Parent Request on File	Days Attended

Residency Approved as submitted or revised _____

Signature

District