



GUIDELINES FOR NON-PUBLIC TRANSPORTATION REIMBURSEMENTS

If your child(ren) is transported to and from a non-public school at your expense, you may be eligible for reimbursement. 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:

1. If there is no non-public school within District 13 maintaining grades or departments that are maintained in the school your child is attending.
2. Students in K-5 grades must live more than one mile, and one and one-quarter miles for grades 6-12 walking distance from school of attendance.
3. Student must be a resident of the Columbia Heights School District.
4. The student has attended the non-public school more than 20 days and has not attended a District school more than 20 days for the same school year.
5. Reimbursement will be calculated on the child that has attended the most days of school from said family.
6. Transportation will be arranged either 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 students are transported safely with adequate insurance kept in force and a qualified licensed driver and the vehicle are in safe operating condition.

EXCEPTIONS:

1. Families attending St. John the Baptist School, St. Charles Borromeo, and Pope John Paul Catholic School, to name a few, will be exempt if grade level occupancy is available at Immaculate Conception School.
2. Students attending Totino Grace or Al Amal living within district walking distance to school.
3. If completed form is not returned by the date specified.
4. If non-public school did not report attendance to resident district prior to June 15.

YOUR NON-PUBLIC SCHOOL MUST SUBMIT TO DISTRICT 13:

1. Student Records list with student name, grade level, home address, telephone #, and parents name prior to October 15th each school year.
2. A list as specified in number 1, including each students' attendance for the school year, submitted to District 13 Transportation prior to the 1st Friday in June.

DISTRICT 13 TRANSPORTATION:

1. After your child's annual attendance is received, a calculated mileage reimbursement to the nearest district boundary will be sent. **Maximum reimbursement payment is \$175.00 per family/household.**
2. The verification form (mailed to the parent/guardian's address) will need to be completed, signed and returned to District #13 by the 1st Friday in July.

***After receiving the completed form, it will take approximately 15 days to process payment and send the check to you. Forms not received by the date in the letter will not be processed for payment.**