

## **BUS REIMBURSEMENT INFORMATION**

Date: November 15, 2018

To: PCHS Parents

From: Dan Van Kooten, PCHS Principal

Re: Transportation Reimbursement Request Form

In order to receive Non-Public Transportation Reimbursement the appropriate form (see link below) must be completed and sent to your respective public school district by **December 1**. Requests received after December 1 will NOT be honored.

The reimbursement form is also available on the school website and in the school office.

The program requires the following:

1. Parents must complete the appropriate form and return it to their public school district office (NOT to Pella Christian High School)
  - a. Fill out "Nonpublic Parent Reimbursement Form" **if your student drives to school** (This must be returned to your school district office by December 1, 2018). \*
2. You are allowed to claim up to 3, K-8 students, and no more than 1 high school student.
3. Make sure you sign and date the form.
4. That you act now by mailing or dropping off the form to your district office **by the December 1, 2018 deadline**.
5. **Please note that each school district sets it's own perimeters for reimbursement. Any questions pertaining to your reimbursement should be forwarded to your district office.**

**\*Newton and PCM School Districts:** these are 2 districts that require families with BOTH bus riders and students who drive themselves to school to turn in reimbursement.

[Nonpublic Parent Reimbursement Request Form .pdf](#)

Pella Christian High School families living outside the Pella School District who transport their children daily round trip to PCHS or have students who drive themselves to school daily are eligible to receive state reimbursement from their resident school district for transportation expenses. Families can claim reimbursement for up to three K-8 students and no more than one high school student. A reimbursement form needs to be completed, signed, dated, and turned into the resident school district administrative offices **by December 1, 2018**. The attached reimbursement request form is a sample form. Please contact your resident district administrative offices to determine if they use another reimbursement request form.

The provision for reimbursement comes from Iowa Code Section 285.1 and requires public school districts to provide transportation services to resident nonpublic students that are entitled as per that section. How the transportation service will be provided is to be determined by the public school district. When funds are appropriated by the Iowa General Assembly and if your public school district has selected “Parent Reimbursement” as their transportation service type of choice, and you meet the transportation entitlement policy provisions of the public school district in which you live and the nonpublic school being attended has been accredited by the Iowa Department of Education, you are entitled to parent reimbursement as per Iowa Code Sections 285.1, subparagraph 3 and 285.3.

(Iowa Code, Section 285.3) If your public school district selects the “Parent Reimbursement” option, it is your responsibility as the nonpublic parent or guardian to notify your resident public school district that you have children attending an accredited nonpublic school and its location. In addition, specific information, as requested on the reimbursement form, must be submitted by the nonpublic parent or guardian not later than December 1st (for the first-semester reimbursement) and May 1st (for the second-semester reimbursement), each year. Failure to submit this request by the above deadline each semester will result in the denial of the reimbursement request for the claim period.

[Nonpublic Parent Reimbursement Request Form .pdf](#)

## NONPUBLIC PARENT REIMBURSEMENT REQUEST FORM

**Notice to Nonpublic Parents:**

Iowa Code Section 285.1 requires public school districts to provide transportation services to resident nonpublic students that are entitled as per that section. How the transportation service will be provided is to be determined by the public school district. When funds are appropriated by the Iowa General Assembly **and** if your public school district has selected "Parent Reimbursement" as their transportation service type of choice **and** you meet the transportation entitlement policy provisions of the public school district in which you live **and** the nonpublic school being attended has been accredited by the Iowa Department of Education, you are entitled to parent reimbursement as per Iowa Code Sections 285.1, subparagraph 3 and 285.3.

(Iowa Code, Section 285.3) If your public school district selects the "Parent Reimbursement" option, it is your responsibility as the nonpublic parent or guardian to notify your resident public school district that you have children attending an accredited nonpublic school and its location. In addition, specific information, as requested on this form, must be submitted by the nonpublic parent or guardian not later than **December 1<sup>st</sup>** (for first semester reimbursement) and **May 1<sup>st</sup>** (for second semester reimbursement), each year. Failure to submit this request by the above deadline each semester will result in the denial of the reimbursement request for the claim period.

NAME (Parent or Legal Guardian): \_\_\_\_\_

ADDRESS (of parent or legal guardian): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Is this the location (address) at which the nonpublic student(s) listed below now reside? **[Circle one: Yes No]**  
(If "No", indicate beneath the name of each student listed below the address where each nonpublic student(s) lives.)

*[Iowa Code, Section 285.1, subsection 3, limits the number of students that may be eligible for parent reimbursement to a maximum of three (3) elementary students and one (1) high school student per family.]*

| Name-Nonpublic <u>Elementary</u> Student(s) (Last, MI, First)<br>(Maximum of 3 Elementary Students) | Age of Student | Grade Level (this year) | Name - Nonpublic School of Attendance | Distance between Std. Residence & Nonpublic School |
|---|----------------|-------------------------|---------------------------------------|--|
| 1.<br>Address:  |                |                         |                                       | Miles =  |
| 2.<br>Address:  |                |                         |                                       | Miles =  |
| 3.<br>Address:  |                |                         |                                       | Miles =  |

| Name-Nonpublic <u>High School</u> Student (Last, MI, First)<br>(Maximum of 1 High School) | Age of Student | Grade Level (this year) | Name - Nonpublic School of Attendance | Distance between Std. Residence & Nonpublic School |
|---|----------------|-------------------------|---------------------------------------|--|
| 1.<br>Address:  |                |                         |                                       | Miles =  |

I certify that the above information is accurate and that I am a parent or legal guardian of the above named nonpublic student(s). I also affirm that the nonpublic school(s) of attendance is/are accredited by the Iowa Department of Education.

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

RETURN THIS FORM TO:  
(Name and address of the resident public school district.)

**For public school district use only:**

Enter or Stamp Date Received Here:

Received by: