

PARENT INSTRUCTIONS

FORM 1000
Side B

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

Minnesota State Law specifies that students who attend nonpublic schools are due transportation services or reimbursement to the district boundary.

TO BE ELIGIBLE FOR REIMBURSEMENT

- A. Student must live more than one mile (elementary) and over two miles (secondary) walking distance from school.
- B. Transportation must not be offered by the student's school district of residence.
- C. Student must be a resident of the district from which reimbursement is claimed.
- D. Student must attend nonpublic school more than 20 days and not attend the district school more than 20 days during the same school year.
- E. Parent must submit a signed request to the nonpublic school at the beginning of the year, no later than 30 days after the beginning of school.
- F. 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 by a qualified licensed driver, that adequate insurance is in force, and that the vehicle is in safe operating condition.

If your child(ren) are eligible according to the specifications listed above, please use the form on Side A to apply for reimbursement. Return this form to the nonpublic school that your child(ren) attends.

After MCA has received your request and your annual attendance is calculated, reimbursement may be forwarded to you directly from your public school district. In the event your public school district forwards reimbursements directly to MCA, we will then forward a check to you. If a family has a past due account, the school will apply the reimbursement to that account.

Please complete, sign and return the Parent Request for Transportation Reimbursement form on Side A to Maranatha Christian Academy.