

DUBUQUE COMMUNITY SCHOOL DISTRICT
APPLICATION FOR PARENTAL REIMBURSEMENT FOR PUPIL TRANSPORTATION

Iowa Code Chapter 285 provides parents or legal guardians of public or non-public school students transportation reimbursement if school bus service is not provided to eligible students. The distance from home to the public school designated by the Board of Education or to the non-public school designated by the parent or legal guardian, is the deciding factor whether or not reimbursement is authorized. In general, school bus transportation will be provided to public or non-public elementary school students (K through 8), who live over two (2) miles from the designated attendance center or the non-public school. The distance requirement is over three (3) miles for high school students (9 through 12).

Elementary – Public and Non-Public Students - Rules and Procedures

The parents or legal guardians of elementary school students (grades K through 8) for whom school bus transportation is not available, and who live over two (2) miles from their designated school, will be reimbursed provided, however, that no family will receive reimbursement for more than three (3) family members who attend elementary school. No family will receive more than three (3) allowances per complete school year regardless of the number of students attending the elementary school.

High School – Public and Non-Public Students – Rules and Procedures

The parents or legal guardians of high school students (grades 9 through 12) for whom school bus transportation is not available, and who live over three (3) miles from their designated school will be reimbursed, provided, however, that no family will receive reimbursement for more than one (1) family member who attends high school. No family will receive more than one (1) allowance per complete school year regardless of the number of students attending the high school.

Non-Public School Students Only

A parent or legal guardian who transports one or more family members more than four miles to their non-public school of attendance will be entitled to one supplemental mileage payment per family, per claim period. At the end of each semester, the Iowa Department of Education computes the supplemental payment that is subsequently paid. *Parents/Legal Guardians will receive one (1) reimbursement payment for the year.*

Note that claim forms must be filed with the student’s resident school district.

Filing Forms and Deadlines

The parents or legal guardians of non-public school students eligible for transportation reimbursement must file their claim with their attendance center prior to December 1.

Second semester claims are automatically processed by the District if a claim was filed for the first semester. Parents or legal guardians of non-public school students becoming eligible for transportation reimbursement after January 1 must contact their student’s school of attendance and complete and file the proper claim form prior to May 1.

The parents or legal guardians of public school students eligible for transportation reimbursement must file first semester claims by December 1. Parents or legal guardians of public school students qualifying for reimbursement after January 1, must contact the Transportation Manager to complete and file the proper claim form prior to May 1. Parent transportation reimbursement claims received by the Executive Director of Finance and Business Services after that date will be denied by the Board of Education.

CLAIMS MUST BE FILED PRIOR TO:

December 1st for first semester claims and May 1st for second semester claims.

*Parents/Legal Guardians will receive one (1) reimbursement payment for the year.
The payment is subject to District receipt of reimbursement from the State of Iowa.*

NOTE: Please return completed form to the Dubuque Community School District Transportation Department, 1350 West Locust Street, Dubuque, Iowa 52001

Parents receive reimbursements once a year in fall of the following year.

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 1st** (for first semester reimbursement) and **May 1st** (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 Elementary Student(s) (Last, MI, First) (Maximum of 3 Elementary Students)	Age of Student	Grade Level (this year)	Name - Nonpublic School of Attendance	Distance between Std. Residence & Nonpublic School
1. Address:				Miles =
2. Address:				Miles =
3. Address:				Miles =

Name-Nonpublic High School Student (Last, MI, First) (Maximum of 1 High School)	Age of Student	Grade Level (this year)	Name - Nonpublic School of Attendance	Distance between Std. Residence & Nonpublic School
1. 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:
 Transportation Department, 1350 West Locust Street, Dubuque, Iowa 52001

For public school district use only:
 Enter or Stamp Date Received Here: _____ Received by: _____