

INDEPENDENT SCHOOL DISTRICT 196
Homeschool
Instructional Materials/Standardized Tests
Aid Reimbursement Form: 2017-2018 School Year

Parent/Guardian(s) Names _____
 Address _____
 City and Zip Code _____ MN _____

Reimbursement process:

- ✓ Submit Student Report for Aids to Nonpublic Students form by October 1, 2017.
- ✓ Submit receipts and this completed form, listing only those items to be reimbursed, on or before April 30, 2018.
 - Reimbursed items must be **secular** materials and new. Please refer to page 2 of this form for an explanation of materials eligible for acquisition.
 - Reimbursed items must be purchased between July 1, 2017-April 30, 2018.
 - Sales tax is not reimbursable.
- ✓ Checks will be issued according to timelines established by the district's fiscal services department.

Please note: Reimbursed items are considered the property of ISD 196; they cannot be sold or given away. The homeschool educator is responsible for maintaining the textbooks and instructional materials. State law requires school districts to keep an inventory of all eligible materials for not less than:

- Textbooks and hardbound materials 5 years
- Workbooks 1 year
- All other eligible materials 3 years

The authorized rate of entitlement for 2017-18 is **\$89.81** per student.

Quantity	Title/Description of Item	Unit Cost	Total Cost

Total Receipts = \$ _____
 Allocation = \$ _____
 Amount Due = \$ _____

I believe these materials meet the eligibility guidelines for educational aids for nonpublic school students, and I request reimbursement by District 196 for the allocated amount.

_____ Date _____ Parent's/Guardian's Signature

Please Submit to:
 Homeschool Program
 Community Education
 15180 Canada Avenue
 Rosemount, MN 55068

(or) Lisa.Coan@District196.Org
 FAX: 651-423-7770

EDUCATIONAL MATERIALS ELIGIBLE FOR ACQUISITION

State Guidelines

Educational materials are divided into three general categories: textbooks, individualized instructional materials and standardized tests. To be eligible for acquisition by the district for loan to the nonpublic pupil, educational materials must meet the following requisites of eligibility and be purchased between July 1 and April 30 of the current school year. Please see page 1 of this form for more details on submitting receipts.

General conditions of eligibility—Eligible materials are:

1. Secular, neutral, nonideological, and not capable of diversion for religious use.
As used in this sense, secular, neutral, and nonideological means such items would not be regarded as religious, spiritual, or sacred, in content or form and would be considered to present events, facts, and theories that pertain to religion or religious doctrine in an impartial manner.
2. Designed primarily for individual pupil use to attain educational objectives in a particular class or program in the school the pupil regularly attends; and/or cooperative learning group; and available and of benefit to Minnesota public school pupils.
3. Items must be purchased **new** from vendor; no used items are eligible.

Textbook—A textbook is any book, workbook or manual, or book substitute, including electronic books as well as other printed materials delivered electronically, provided to each pupil for the individual use of that pupil as a principle source of study in a given class or program.

Individualized instructional materials—Individualized instructional materials are those educational materials, in addition to textbooks, which are used as a complimentary source of study in a given class or program and are available for the individual use of each pupil in the class or program.

1. Examples of materials eligible for acquisition—Educational materials meeting the general conditions of eligibility and falling into any of the following groups of material are considered to be eligible for acquisition as individualized instructional materials.

Published materials; periodicals; documents; pamphlets; photographs; pictorial or graphic works; prepared slides; prerecorded sound recordings and CD-ROMs; manipulative materials; desk charts; desk maps; educational games; study prints and pictures; models; learning kits; blocks or cubes; flashcards; individualized multimedia systems; prepared instructional computer software programs; electronic books and other printed materials delivered electronically; choral and band sheet music.

2. Examples of materials NOT eligible for acquisition—Classroom supplies consumed in the normal instructional process, educational materials intended for general classroom use rather than individual use, instructional equipment, and teacher's materials are items not considered eligible for acquisition under this program.

Examples of such ineligible materials include: Teacher manuals, musical instruments, instructional supplies such as blank flash drives, unexposed film, student planners, writing paper, construction paper, notebooks, thumbtacks, erasers, scissors, pencils, art supplies, wall charts, wall maps, instructional equipment, calculators, library books, cookbooks, dictionaries and other reference materials.

Standardized tests—This category includes the standardized tests and scoring services available from commercial publishing organizations used to measure the progress of pupils in secular subjects.