

Reimbursement Form

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Reimbursement Guidelines

Reimbursement Allowance

Each student enrolled full-time for the full school year at Kiona-Benton HomeLink will be eligible for an annual Reimbursement Allowance. Children in grades kindergarten through grade eight are eligible to be reimbursed up to \$500 if they are a full-time equivalent (FTE) student. The percent of their enrollment will proportionally determine the amount reimbursed. This allowance is in place to assist the parent educator in accomplishing the goals set forth in the written student learning plan.

What May Be Submitted for Reimbursement*

- All books, curriculum materials, and supplies listed as resources required to support the subject goal(s) in the student learning plan (SLP) and approved by the SLP teacher prior to purchase, e.g., curriculum, general supplies, software, books, manipulatives.
- Field trip admission for the enrolled student, e.g., museums, plays, event admission. Again, the cost must directly support the learning activities that are necessary to accomplish a goal specified in the written student learning plan and must be approved by the SLP teacher prior to purchase.

What May Not Be submitted for Reimbursement*

- Religious materials
- Memberships: e.g., YMCA, CBRC, etc.
- Tickets for fun centers or amusement parks, e.g., Silverwood, Wild Waters, etc.

*Note-These lists are not comprehensive. An item listed here may or may not be reimbursable, and is left up to the discretion of the SLP teacher. Please check with the teacher responsible for your written student learning plan to be sure before you make a purchase.

When requesting a reimbursement, please consider:

- **All purchases must be pre-approved by the SLP teacher or other authorized school staff.**
- Is the item necessary to complete your learning plan?
- Is it recorded in the 'Materials' section of your learning plan?
- Is the reimbursement request, if approved, a responsible use of public dollars?

Parent/Guardian Signature: _____

Date: _____