



# Holy Trinity

Catholic Church and School

Dear Holy Trinity Families,

In accordance with the Iowa Department of Education and the Iowa Code Section 285.3 on nonpublic transportation, our families who meet the required criteria are entitled to transportation reimbursement.

Qualifications:

- One way mileage must be greater than or equal to 2 miles (one way distance)
- Must reside and pay taxes within that school district
- Student must be enrolled in Kindergarten or greater
- Families are reimbursed for no more than 3 elementary children and limited to one family member attending high school

Please print and submit the completed form each semester to your appropriate school district (see addresses below). **Deadline dates are: December 1st for first semester and May 1st for second semester.** You must submit both times in order to be reimbursed for the entire school year. One reimbursement check will be issued the following fall.

#### School District Addresses:

|   |                    |                 |       |
|---|--------------------|-----------------|-------|
| Ankeny School Dist – Transportation Dept            | 306 SW School St   | Ankeny          | 50021 |
| Dallas Center-Grimes Schools – Transportation Dept. | 802 15th St        | Dallas Center   | 50063 |
| Des Moines Schools - Transportation Dept.           | 1915 Prospect Rd.  | Des Moines      | 50310 |
| Johnston Comm Schools – Transportation              | P.O. Box 10        | Johnston        | 50131 |
| Norwalk Comm Schools - Transportation               | 906 School Ave     | Norwalk         | 50211 |
| Pleasantville Comm Schools – Transportation         | 415 W Jones        | Pleasantville   | 50225 |
| Saydel Comm Schools - Transportation                | 5740 NE 14th       | Des Moines      | 50313 |
| SE Polk Comm Schools - Transportation               | 8379 NE University | Pleasant Hill   | 50237 |
| Urbandale Comm Schools – Transportation             | 11152 Aurora Ave   | Urbandale       | 50322 |
| Waukee Comm Schools – Transportation                | 560 SE University  | Waukee          | 50263 |
| West Des Moines Schools – Transportation            | 2102 Delevan Dr    | West Des Moines | 50265 |

If you have any questions, please contact your public school district in which you reside.

Thank you,

Holy Trinity Administration

## 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: