

Minnesota Residents submit to Trinity School annually for reimbursement of transportation  
Parents should submit this form to Trinity School by **August 23, 2012.**

Trinity School retains this form in its files for 3 years.

**Family**

One form per Minnesota Family  
n/a Minneapolis/St. Paul residents  
n/a for Wisconsin residents

**PARENT REQUEST FOR TRANSPORTATION REIMBURSEMENT**

\_\_\_\_\_  
School District of Residence

**2012-2013**  
School Year

**Trinity School at River Ridge**  
School Attending

Parents must read reverse side, complete this side, sign, and submit to Trinity School at River Ridge by **August 23, 2012.**

\_\_\_\_\_  
Parent or Guardian's Name (Printed)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Names of student(s) in family requesting reimbursement	Grade	Transportation arranged by Parent?	
		YES?	NO?
1. _____	_____		
2. _____	_____		
3. _____	_____		
4. _____	_____		
5. _____	_____		

I certify that the information provided here is accurate. I have read the eligibility requirements and agreed that the transportation I am being reimbursed for provides for the safety and well being of my children and that all requirements are being followed.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT INSTRUCTIONS

If your child is transported to and from Trinity School at River Ridge at your expense and is eligible for reimbursement, you may request reimbursement for transportation through the school. **Please note:** Minneapolis & St. Paul school districts do not reimburse for transportation expenses.

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

### TO BE ELIGIBLE FOR REIMBURSEMENT:

- A. Student must live more than 1 mile (elementary) and over 2 miles (secondary) walking distance from school.
- B. When transportation is not offered by the student's school district of residence to the non-public school.
- C. The student must be a resident of the district from which reimbursement is claimed.
- D. Parent has submitted a signed request to Trinity School at River Ridge at the beginning of the school year.
- E. Transportation will be arranged by the parent(s). It is the parent's responsibility to assure that the student is transported safely with adequate insurance kept in force, a qualified licensed driver, and a vehicle in safe operating condition.
- F. **Note:** Some school districts may require additional information. Contact your local school district's transportation office for the necessary paper or online forms.

If your child or children are eligible according to the specifications listed above, you may use the form on the reverse side to apply for reimbursement.

After Trinity has received your request and your annual attendance is calculated, reimbursement from your school district will be sent either directly to you or to Trinity School (depending on district policy). If the school district sends the check to Trinity School, the Trinity School business office will forward payment to the family. You may expect to receive these checks anytime from mid-June-mid August, 2013.

**Please complete, sign, and return this request form by **August 23, 2012.****

**Mail or drop off this format:  
Trinity School at River Ridge  
601 River Ridge Parkway  
Eagan, MN 55121**