

Minnesota Residents submit to Trinity School annually for reimbursement of transportation  
 Parents should submit this form to Trinity School by **August 22 2023**  
 Trinity School retains this form in its files for 3 years.

Household Name: \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

## 2023-2024 PARENT REQUEST FOR TRANSPORTATION REIMBURSEMENT

Complete 1 form for each Minnesota Family (typically living in Twin Cities' suburbs)  
 N/A for Minneapolis/St. Paul residents, Wisconsin residents and International Students with F1 Visas.

Parents must read reverse side, complete this side, sign, and submit to Trinity School at River Ridge by **August 22, 2023**.

**School District of Residence:** \_\_\_\_\_

Additional forms may be required by the school district you live in to receive the non-public transportation reimbursement.

**School Attending:** Trinity School at River Ridge

**Parent or Guardian Name(s):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

Name of Trinity School student(s) in the family requesting reimbursement	Date of Birth:	Grade 2023-2024	Transportation arranged by parent/guardian Yes? No?

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

**Please note:** Minneapolis and St. Paul school districts and Wisconsin school districts do not reimburse for transportation expenses. International students with F1 Visas are not Minnesota residents and do not qualify.

### 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 this signed request to Trinity School at River Ridge at the beginning of the current 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:** Many of the school districts require additional information. Contact your local school district's transportation office or go to the district website 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 your request is placed on file, Trinity School will calculate your child(ren)'s annual attendance at the end of the school year and send it to your local school district. Reimbursement is based on the number of days in attendance. The reimbursement amount varies by district. Reimbursement payments 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 Business Office will forward payment to your family. Most reimbursements checks will be sent by mid to late summer 2024.

**Please complete, sign, and return this request form to Trinity School by August 22 2023.**

**Return form to:  
Trinity School at River Ridge  
601 River Ridge Parkway, Eagan, MN 55121**

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