

REIMBURSEMENT OF TUITION FOR ELIGIBLE STUDENTS WITH
DISABILITIES ATTENDING CERTAIN REGIONAL SPECIAL EDUCATION
PROGRAMS: PERIOD ENDING June 30, 2000

INSTRUCTION

The K-6 version of the Special Education Student Information System collects regional program reimbursement data and is explained in the K-6 Manual. If the K-6 program fails to accept a tuition entry that you know to be correct, please provide a hard copy indicating the correct information along with your completed Tuition Grant Extract/Report diskette. Upon receipt of the above information, the correction will be keyed for you by this office.

For your information and reference, please find attached **INSTRUCTIONS FOR FORMATTING A DISKETTE**. It is hoped that this information will be useful and helpful.

IMPORTANT INSTRUCTIONS IN THE K-6 USER'S MANUAL ARE AS FOLLOWS:

Page 76-78:

PRIVATE/REGIONAL TUITION DATA SECTION

Private/Regional Tuition Grant Data Screen

Page 94-96:

SUBMISSION OF PRIVATE/REGIONAL TUITION DATA SECTION

K-6 MAIN MENU SCREEN

"Generate Required State Data"

Generate Required State Data Screen

"Tuition Grant Extract/Report"

Please follow the instructions in this section of the K-6 Manual, as it explains the actual extraction and processing of the private/regional tuition data.

The Payment Adjustment fields should be used **only** in the event of an overpayment or underpayment of state special education funds. In these particular instances, a negative or positive entry may be made. **Under no circumstance** should the Payment Adjustment fields be utilized for any other purpose. Unless there is an adjustment to a previous semester's payment, these fields should remain blank.

Report only those students in regional special education programs who are eligible to participate in the tuition assistance program. The programs currently approved are listed on the enclosed attachment. **PLEASE NOTE:** It is essential that

the appropriate school number listed on the attachment form for an Approved Regional Program be used, regardless of the location of the regional program. **DO NOT** USE THE LOCAL SCHOOL DIVISION NUMBER THAT MAY ALSO HAVE BEEN ASSIGNED TO THAT PARTICULAR REGIONAL SCHOOL AND/OR REGIONAL PROGRAM. The tuition reimbursement system is programmed to accept only the school number and disabling condition(s) as specified on the enclosed attachment.

The completed Tuition Grant Extract/Report diskette should be properly labeled as "Tuition Reimbursement" with the name of the school division, three-digit school code number, and the name and telephone number of the contact person and packaged and included with the Requisition for Reimbursement Form for the period ending June 30, 2000. Prior to mailing, please check the diskette to make sure that the extract is included.

Reimbursement under regulations governing tuition assistance in approved public programs will be made to the participating school division.

I. COMPLETING THE REQUISITION FOR REIMBURSEMENT FORM

Please check **Section A**, indicating your request for state special education categorical funds. The completed form should be signed and forwarded to this office with the Tuition Grant/Extract Report diskette. **Please Note: If state funds are being requested, it is required that a Tuition Grant/Extract Report diskette be enclosed. If "No" state funds are being requested, you should sign and return the "Requisition for Reimbursement Form" to this office.**