REIMBURSEMENT OF TUITION FOR ELIGIBLE STUDENTS WITH
DISABILITIES ATTENDING CERTAIN REGIONAL SPECIAL EDUCATION
PROGRAMS: PERIOD ENDING JANUARY 31, 2001

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 attached 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 January 31, 2001. 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.