

DUBUQUE COMMUNITY SCHOOL DISTRICT
APPLICATION FOR PARENTAL REIMBURSEMENT FOR PUPIL TRANSPORTATION

Iowa Code Chapter 285 provides parents or legal guardians of public or non-public school students transportation reimbursement if school bus service is not provided to eligible students. The distance from home to the public school designated by the Board of Education or to the non-public school designated by the parent or legal guardian, is the deciding factor whether or not reimbursement is authorized. In general, school bus transportation will be provided to public or non-public elementary school students (K through 8), who live over two (2) miles from the designated attendance center or the non-public school. The distance requirement is over three (3) miles for high school students (9 through 12).

Elementary – Public and Non-Public Students - Rules and Procedures

The parents or legal guardians of elementary school students (grades K through 8) for whom school bus transportation is not available, and who live over two (2) miles from their designated school, will be reimbursed provided, however, that no family will receive reimbursement for more than three (3) family members who attend elementary school. No family will receive more than three (3) allowances per complete school year regardless of the number of students attending the elementary school.

High School – Public and Non-Public Students – Rules and Procedures

The parents or legal guardians of high school students (grades 9 through 12) for whom school bus transportation is not available, and who live over three (3) miles from their designated school will be reimbursed, provided, however, that no family will receive reimbursement for more than one (1) family member who attends high school. No family will receive more than one (1) allowance per complete school year regardless of the number of students attending the high school.

Non-Public School Students Only

A parent or legal guardian who transports one or more family members more than four miles to their non-public school of attendance will be entitled to one supplemental mileage payment per family, per claim period. At the end of each semester, the Iowa Department of Education computes the supplemental payment that is subsequently paid. ***Parents/Legal Guardians will receive one (1) reimbursement payment for the year.***

Note that claim forms must be filed with the student’s resident school district.

Filing Forms and Deadlines

The parents or legal guardians of non-public school students eligible for transportation reimbursement must file their claim with their attendance center prior to December 1.

Second semester claims are automatically processed by the District if a claim was filed for the first semester. Parents or legal guardians of non-public school students becoming eligible for transportation reimbursement after January 1 must contact their student’s school of attendance and complete and file the proper claim form prior to May 1.

The parents or legal guardians of public school students eligible for transportation reimbursement must file first semester claims by December 1. Parents or legal guardians of public school students qualifying for reimbursement after January 1, must contact the Transportation Manager to complete and file the proper claim form prior to May 1. Parent transportation reimbursement claims received by the Executive Director of Finance and Business Services after that date will be denied by the Board of Education.

CLAIMS MUST BE FILED PRIOR TO:

December 1st for first semester claims and May 1st for second semester claims.

***Parents/Legal Guardians will receive one (1) reimbursement payment for the year.
The payment is subject to District receipt of reimbursement from the State of Iowa.***