



# Independent School District #1

## Aitkin Public Schools

(218) 927-2115

*"A community in continuous pursuit  
of educational excellence for all"*

**Aitkin High School and District Office**  
306 2<sup>nd</sup> St NW  
Aitkin, MN 56431

**Rippleside Elementary School**  
225 2<sup>nd</sup> Ave SW  
Aitkin, MN 56431

DAN STIFTER, Superintendent  
HEATHER HIPPE, Business Manager  
LISA DEMARS, High School Principal  
JAMES HENRICKSON, Dean of Students  
JASON CLINE, Activities Director  
ANDY DOKKEN, Elementary Principal  
LARA PARKIN, Community Ed. Director

Dear HomeSchool Parent(s),

Enclosed is a packet containing the following forms for the 2022-2023 School Year:

- Forms – This form is due in the District Office by **September 15<sup>th</sup>**

***Initial Registration Form for Unaccredited Nonpublic Schools (homeschools) -***  
*new homeschool parent(s) only*

***Letter of Intent to Continue to Provide Instruction- ~~previous~~ homeschool parent(s) only***

- Form **ED-01650-34-Student Report for Aids to Nonpublic Schools**

This form is due by **October 1**. ***Forms & invoices received after this date will not be eligible for materials reimbursement.*** Under the "Program Element" section, if you plan to submit a request for reimbursement for textbooks, the number of students and grade level for each must be completed. A detailed copy of the invoice(s) for materials must be included to be paid. The 2022-2023 rate for textbooks, standardized tests and individualized instructional materials is \$81.31 per student.

- ***Request Form for loan of materials and use of health and guidance services from the school district.***  
This form is due by September 15<sup>th</sup>.

All completed and signed forms may be mailed or returned to the **Aitkin Public Schools, District Office, ATTN. Jeanne Ince, 306 2<sup>nd</sup> Street NW, Aitkin, MN 56431**. Office hours are 7:30 am - 4:00 pm. Please make copies where needed before submitting forms. If you are no longer homeschooling, please contact Jeanne Ince at 218-927-7106.

Thank you.

Mr. Daniel J. Stifter  
Superintendent of Schools



## Initial Registration Form for Unaccredited Nonpublic Schools (including homeschools)

The person or nonpublic school in charge of providing instruction to a child must submit an *Initial Registration Form for Unaccredited Nonpublic Schools (including homeschools)*, to the superintendent of the school district where the child resides. Please do **not** mail the registration form to the Minnesota Department of Education. Complete the information using this form or a written or electronic format of your choice. You will submit a Letter of Intent to Continue to Provide Instruction by October 1 in subsequent years.

Per Minnesota Statutes, section 120A.24, subdivision 1, information in the registration form must be submitted:

- By October 1 of the first school year the child receives instruction after reaching the age of seven;
- Within 15 days of when a parent withdraws a child from public school after age seven to provide instruction in a nonpublic school that is not accredited by a state-recognized accredited agency;
- Within 15 days of moving out of a district; and,
- By October 1 after a new resident districts is established.

### Instructor(s)

#### Primary Instructor Contact Information

Full Legal Name (Last, First, Middle)	
Street Address (No P.O. Box)	
Home Phone (Including Area Code)	
Other Phone (Including Area Code)	
Email Address	

#### Secondary Instructor Contact Information

Full Legal Name (Last, First, Middle)	
Street Address (No P.O. Box)	
Home Phone (Including Area Code)	
Other Phone (Including Area Code)	
Email Address	

Nationally Normed Achievement Test	Student Name	How the test will be administered and who will be the administrator	Test Location	DISTRICT USE Superintendent AGREES to this plan for the student(s) in the years specified	DISTRICT USE Superintendent DOES NOT AGREE: Contact instructor immediately
Iowa Test of Basic Skills (ITBS), Grades K-8					
Iowa Tests of Educational Development (ITED), Grades 9-12					
Stanford Achievement Test (SAT-10), Grades K-12					
Other:					

## Maintaining and Submitting Documentation and Scores

Per Minnesota Statutes, section 120A.24, subdivision 2, the person or nonpublic school in charge of providing instruction to a child must maintain documentation indicating that the subjects required in section 120A.22, subdivision 9, are being taught and proof that the tests under section 120A.22, subdivision 11, have been administered. This documentation must include class schedules, copies of materials used for instruction, and descriptions of methods used to assess student achievement.

The parent of a child who enrolls full time in public school after having been enrolled in a nonpublic school that is not accredited by a state-recognized accrediting agency must provide the enrolling public school or school district with the child's scores on any tests administered to the child under section 120A.22, subdivision 11, and other education-related documents the enrolling school or district requires to determine where the child is placed in school and what course requirements apply. This paragraph does not apply to a shared time student who does not seek a public school diploma.

The person or nonpublic school in charge of providing instruction to a child must make the documentation in this subdivision available to the county attorney when a case is commenced under section 120A.26, subdivision 5; chapter 260C; or when diverted under chapter 260A.

## Signature

Print Name of Person Submitting this Letter: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Letter of Intent to Continue to Provide Instruction

Per Minnesota Statutes, section 120A.24, subdivision 1(b), the person or nonpublic school in charge of providing instruction to a child between the ages of seven and 16 through 17 for which an initial registration form was filed pursuant to this subdivision must submit, by October 1 of each school year, a letter of intent to continue to provide instruction under this section for all students under the person's or school's supervision and any changes to the child's name, birthday, address of the child and the annual tests intended to be administered.

Complete the information using this form or a written or electronic format of your choice. If you have moved, you must file a new Initial Registration Form for Unaccredited Schools, Including Home-School. **Information in the Letter of Intent must be submitted to the school district by October 1 of each year after an initial registration form has been filed in the same district. Please do not mail the letter of intent to the Minnesota Department of Education.**

Date of Letter of Intent to Continue to Provide Instruction (mm/dd/yyyy): \_\_\_\_\_

Date Initial Registration Form was filed with this School District (mm/dd/yyyy): \_\_\_\_\_

Full Legal Name of Instructor (Last, First, Middle): \_\_\_\_\_

**This letter indicates my intent to continue to provide instruction in the current school year.**

- I **DO NOT** have changes to the information provided in the initial registration form or communicated in a previous *Letter of Intent to Continue to Provide Instruction*.
- I **DO** have changes to information provided in the full initial registration form, and have updated the information as follows:
  - I have added students or student contact information has changed. (*Update 'New Students or Updated Student Information' on page 2 and 'Proposed Testing Plan' on page 3. Attach immunization records or notarized conscientious objection statement.*)
  - The proposed annual nationally normed achievement-testing plan for one or more students has changed. (*Complete 'Proposed Testing Plan' on page 3.*)
  - Student is now in 7<sup>th</sup> grade and/or age 12. (*Provide student's name and date of birth below. Attach updated immunization records or notarized conscientious objection statement.*)
  - I have discontinued instructing student(s) previously reported. (*Update 'Student(s) No Longer Being Instructed' in the table below.*)
  - My primary instructor qualifications changed. (*Attach explanation and documentation as required in the initial registration form.*)
  - My primary or secondary instructor contact information changed. (*Update 'Instructor Contact Information' below.*)
  - We are no longer accredited by an agency recognized by the Minnesota Nonpublic Education Council.
  - We are newly accredited by an agency recognized by the Minnesota Nonpublic Education Council. (*Update 'Accrediting Agency Information' below.*)

Nationally Normed Achievement Test	Student Name	How will the text be administered and who will be the administrator	Test Location	DISTRICT USE Superintendent AGREES to this plan for the student(s) in the years specified	DISTRICT USE Superintendent DOES NOT AGREE: Contact instructor immediately
Iowa Test of Basic Skills (ITBS), Grades K-8					
Iowa Tests of Educational Development (ITED), Grades 9-12					
Stanford Achievement Test (SAT-10), Grades K-12					
Other:					

## Maintaining and Submitting Documentation and Scores

Per Minnesota Statutes, section 120A.24, subdivision 2, the person or nonpublic school in charge of providing instruction to a child must maintain documentation indicating that the subjects required in section 120A.22, subdivision 9, are being taught and proof that the tests under section 120A.22, subdivision 11, have been administered. This documentation must include class schedules, copies of materials used for instruction, and descriptions of methods used to assess student achievement.

The parent of a child who enrolls full time in public school after having been enrolled in a nonpublic school that is not accredited by a state-recognized accrediting agency must provide the enrolling public school or school district with the child's scores on any tests administered to the child under section 120A.22, subdivision 11, and other education-related documents the enrolling school or district requires to determine where the child is placed in school and what course requirements apply. This paragraph does not apply to a shared time student who does not seek a public school diploma.

The person or nonpublic school in charge of providing instruction to a child must make the documentation in this subdivision available to the county attorney when a case is commenced under section 120A.26, subdivision 5; chapter 260C; or when diverted under chapter 260A.

Print Name of Person Submitting this Letter: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**GENERAL INFORMATION AND INSTRUCTIONS:** This form must be completed at the nonpublic school level and filed with the public school district offices coordinating the program by **October 1, 2022**. A copy is to be sent by the local public school district to the Minnesota Department of Education, Division of School Finance at the above address by **October 15, 2022**. **THIS FORM MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED VALID.**

### NONPUBLIC SCHOOL IDENTIFICATION INFORMATION

Nonpublic School Name:		Nonpublic School Number:	
Public School District Number:		Address of Nonpublic School:	
City:		Zip Code:	
Name of Nonpublic School Principal:		Telephone Number:	
Email Address:		Name of Nonpublic School Contact Person (if other than above):	
Telephone Number:		Email Address:	
Location at which Student Request Forms are filed (if other than above):		Name of Program Administrator in Local Public School District:	
Telephone Number:		Email Address:	

### PARTICIPATION OF ELIGIBLE PUPILS

THE NUMBERS OF STUDENTS REPORTED BELOW ARE BASED ON (Check One):

- ESTIMATED COUNTS  
 ACTUAL COUNTS

For each Program Element in which you wish to participate, provide the number of students, by student grade level, that are eligible to receive service. To be eligible, the students must be enrolled on or before September 15, and must request (in writing) the service desired. Weight each student count as indicated and enter totals for each Program Element. If there are no requests for a service, or if a service will not be offered, please indicate nonparticipation by checking the box provided.

PROGRAM ELEMENT	STUDENT GRADE LEVEL	NUMBER OF STUDENTS	WEIGHTING FACTOR	WEIGHTED TOTAL OF
<p style="text-align: center;"><b>TEXTBOOKS, INDIVIDUALIZED INSTRUCTIONAL MATERIALS AND STANDARDIZED TESTS</b></p> <p><input type="checkbox"/> <b>NONPARTICIPATION:</b> The nonpublic school identified above does NOT wish to participate in this program element.</p> <p style="text-align: center;"><b>*All day/Everyday ONLY</b></p>	PT KGN		X 0.5	
	FT KGN*		X 1.0	
	1 - 6		X 1.0	
	7 - 12		X 1.0	
	<b>TOTAL</b>			
<p style="text-align: center;"><b>HEALTH SERVICES</b></p> <p><input type="checkbox"/> <b>NONPARTICIPATION:</b> The nonpublic school identified above does NOT wish to participate in this program element.</p> <p style="text-align: center;"><b>*All day/Everyday ONLY</b></p>	PT KGN		X 0.5	
	FT KGN*		X 1.0	
	1-6		X 1.0	
	7-12		X 1.0	
	<b>TOTAL</b>			

<p><b>Guidance/Counseling (Number of Participants by Grade Level)</b></p> <p><input type="checkbox"/> <b>NONPARTICIPATION:</b> The nonpublic school identified above does NOT wish to participate in this program element.</p>	7	8	9	10	11	12	<b>TOTAL: 7-12</b>

### CERTIFICATION

I hereby certify that the students reported above meet the conditions of eligibility as prescribed by Minnesota Statutes 123B.40 – 123B.48, and that the above school is located within a public school district in which the public schools provide the services indicated to students of the same grade levels. All of the information provided above is true and correct to the best of my belief and knowledge.

\_\_\_\_\_  
Signature – Head of School/Responsibility

\_\_\_\_\_  
Date



## Accrediting Agencies Whose Schools Have Reduced Reporting Requirements

Minnesota nonpublic schools (traditional private schools or homeschools) directly accredited by any of the following organizations are eligible for reduced reporting requirements to the superintendents of the districts where their students reside, as outlined in Minnesota Statutes, section 120A.22. Minnesota Compulsory Instruction Law. These schools are eligible because their accrediting organization has been recognized by the Minnesota Nonpublic Education Council or the Commissioner of Education.

Please note that for purposes of Minnesota's Compulsory Instruction Law, the accrediting organizations listed below cannot grant Minnesota recognition to other accrediting organizations with which they may have agreements or reciprocity. The Minnesota Department of Education and the Minnesota Nonpublic Education Council have recognized these organizations only for the direct accreditation review and recognition they provide to their own schools and/or instructors. Agreements some accrediting organizations have with one another do not imply or transfer Minnesota recognition or reporting exemptions to any organization that has not directly requested and received recognition by the Minnesota Department of Education or the Minnesota Nonpublic Education Council. ***In short, if the organization is not listed here, it is not recognized by the state of Minnesota for reduced reporting requirements. Likewise, local school districts may not modify state reporting requirements by creating local standards that add or delete organizations from this list.***

***Even though they are exempt from some reporting requirements, schools directly accredited by the following accrediting organizations are still required by Minnesota state law to report by October 1 of each year the name, birth date and address of each child receiving instruction to the superintendent of the district in which the child resides.***

Nonpublic School Accrediting Organization	Address	Other Contact Information	Expiration
Christian Schools International	99 Monroe Avenue NW, Suite 200 Grand Rapids, MI 49503	Sheryl L. Jo Director of School Improvement Call: 616-617-4361 Email: <a href="mailto:sjo@csionline.org">sjo@csionline.org</a> Allison Reiffer, Accreditation Coordinator Email: <a href="mailto:are@csionline.org">are@csionline.org</a> Call: 616-419-8224 Website: <a href="http://Christian Schools International">Christian Schools International</a>	June 30, 2022
Cognia (formerly AdvancED)	Wichita State University Campus Box 142, HH105J Wichita, KS 67260-0142	Nancy Bolz, Director Call: 316-978-3507 Email: <a href="mailto:nancy.bolz@cognia.org">nancy.bolz@cognia.org</a> (future) Website: <a href="http://Cognia">Cognia</a>	June 30, 2021
Home Based Educators Accrediting Association, Inc.	P.O. Box 148 Prior Lake, MN 55372	Missy Rossing, Executive Director Call: 952-935-9234 Email: <a href="mailto:inquiry@hbeaa.org">inquiry@hbeaa.org</a> Website: <a href="http://Home Based Educators Accrediting Association, Inc.">Home Based Educators Accrediting Association, Inc.</a>	June 30, 2023
Independent Schools Association of the Central States	55 West Wacker, Suite 701 Chicago, IL 60601	Dawn Klus Director of Accreditation Services Call: 312-750-1190 Email: <a href="mailto:dawn@isacs.org">dawn@isacs.org</a> Website: <a href="http://Independent Schools Association of the Central States">Independent Schools Association of the Central States</a>	June 30, 2022
International Christian Accrediting Association	2448 E. 81st Street, Suite 600 Tulsa, OK 74137	Dr. Donnie Peal, Director Call: 918-493-8880 Email: <a href="mailto:donpeal@oru.edu">donpeal@oru.edu</a> or <a href="mailto:icaa@oru.edu">icaa@oru.edu</a> Website: <a href="http://International Christian Accrediting Association">International Christian Accrediting Association</a>	June 30, 2026
Minnesota Nonpublic Schools Accrediting Association	205 Lexington Ave S New Prague, MN 56071	Sarah Mueller, Executive Director Call: 952-758-5985 Email: <a href="mailto:smueller@mnsaa.org">smueller@mnsaa.org</a> Website: <a href="http://Minnesota Nonpublic Schools Accrediting Association">Minnesota Nonpublic Schools Accrediting Association</a>	June 30, 2022



# Memorandum

**Please pass this to your district administrator for nonpublic pupil aids**

To: School District Superintendents

From: Greg Sogaard, Education Finance Specialist, Division of School Finance

Date: February 28, 2022

Subject: Nonpublic Pupil Aids; Promulgation of Fiscal Year 2023 Program Rates of Entitlement and Pupil Reporting Procedure

Reference: a) Minnesota Rules 2021, chapter 3540

b) Minnesota Statutes 2021, sections 123B.40-123B.48, as amended by Laws of Minnesota 2019, First Special Session, chapter 11, article 1, sections 2 and 3.

1. Information: In accordance with the procedures set forth in reference (a), public school districts are reimbursed for expenditures incurred in providing pupils the instructional materials and pupil support services required by reference (b), when those pupils are attending a nonpublic school (includes home schools), which are established and operating within the district's boundaries. Please note that the 2019 E-12 Education Law expands the definition of "textbook" to include teacher's edition, teacher's guide, or other materials that accompany a textbook that a pupil uses when the teacher's edition, teacher's guide, or other teacher materials are packaged physically or electronically with textbooks for student use, and also expands the definition of "individualized instructional or cooperative learning materials" to include teacher materials that accompany materials that a pupil uses.
2. Purpose: The purpose of this letter is to promulgate the fiscal year 2023 rates of entitlement.
3. Authorized Rates of Entitlement:
  - a. The authorized rates of entitlement per eligible pupil to be used in computing district allotments for nonpublic pupil aids for school year 2022-23 are as follows:

Textbooks, Standardized Tests, and Individualized Instructional Materials	\$81.31
Pupil Health Services	\$73.71
Secondary Pupil Guidance and Counseling Services	\$298.05
  - b. Rates may be readjusted on or about October 15 when the actual appropriation and program participation figures are known.
4. Pupil Reporting Procedure: The following procedure applies to all nonpublic pupils, including those attending "home schools."
  - a. Pupil Requests: The Pupil Request Forms should be duplicated and forwarded to the nonpublic school administrator for distribution to the students at the beginning of the school year. These Request Forms must be completed and filed on behalf of the student sometime after school starts in the fall but no later than September 15, 2022.



**Education Aids For  
Nonpublic  
School Students**

**Nonpublic Pupil Aid Program**

**February 2022**

**Division of School Finance**

400 NE Stinson Blvd.  
Minneapolis, MN 55413

651-582-8779

Fax: 651-582-8878

[mde.funding@state.mn.us](mailto:mde.funding@state.mn.us)

<http://education.state.mn.us>

## Program Administration

1. Program administration is accomplished in three operational phases. These phases are depicted in a workflow diagram in Appendix C and are outline in the following description.

a. **Phase I – Planning:** This phase commences annually in March.

*Dissemination of program information* – The department promulgates the statewide average per pupil rates to be used in computing a nonpublic school’s maximum allotment for the following school year and forwards the forms necessary for program administration.

*Annual consultation* – During the period commencing April 1, districts anticipating nonpublic requests for educational materials and/or pupil support services the following school year consult with appropriate nonpublic school administrators to:

- 1) Solicit program input, including fall enrollment estimates and expected material and support service requirements;
- 2) Specify the assignment of program tasks to be performed by the public and nonpublic staff personnel assigned;
- 3) Review and analyze program procedure, maximum funding allotments, existing material inventory, and other relevant program information;
- 4) Develop a list of eligible materials to be acquired over the summer for use the next school year;
- 5) Confirm the support service components, level of service, and site location to be used in providing eligible services; and
- 6) Establish district-staffing requirements.

*Acquisition of material* – Materials are acquired in time to ensure their availability for loan when requested during the school year. The resulting district expenditures are charged to the fiscal year the materials are first intended for loan to nonpublic pupils.

b. **Phase II – Program Approval** – This phase commences at the start of the nonpublic school year.

*Pupil requests* – A pupil request for educational materials, and/or pupil support services, is made at the beginning of the school year on the form specified by the department and made available through the nonpublic school administrator.

- 1) A valid pupil request is one that is completed and signed on or before September 15 and filed with the nonpublic school administrator.
- 2) The final date for filing a pupil request for eligible materials and/or services is September 15 or the school year for which such request is sought; except that, whenever such a final date falls on a non-school day, the final date for filing a pupil request becomes the next succeeding day that school is in session. The district may not accept pupil requests that are filed after the applicable final date prescribed.

*Pupil report* – Pupil requests received by September 15 are tallied and the count recorded on the Pupil Report form (ED-01650 series) by the nonpublic school administrator. The completed Pupil Report forms are forwarded to the serving district by October 1.

*Advance payment* – No later than November 30, the department forwards to the district:

- 1) A program statement that details the computation of the maximum allotment for each of the nonpublic schools and home schools reported by the district and the district's preliminary program entitlement; and
- 2) An advance payment equal to the current year aid payment percentage of the estimated entitlement for the current fiscal year.

**c. Phase III – Final Payment** – This phase begins on the August 15 following completion of the school year.

*District expenditures* – The district forwards to the department the required unaudited financial statement for the preceding year. This is the UFARS tape report of expenditures required by statute.

*Reimbursement computation* – Upon receipt of the district's UFARS tape, the department extracts those expenditures reported by the district as having been incurred in providing educational materials and pupil support services to nonpublic pupils. These reported expenditures are totaled by program component and compared to the district's maximum allotment for each component. The lesser amount of the two is the reimbursement allowed for that component. The sum of these amounts is the district's computed reimbursement for program services.

*Final program entitlement* – The district's final program entitlement is equal to an amount 1.05 times the district's computed reimbursement. This includes a compensating amount offsetting the district's cost of administering the program.

*Final adjustment payment* – No later than October 21, the department forwards to the district:

- 1) A reimbursement computation summary that details the computation of the district's final program entitlement; and
- 2) A final adjustment payment equal to 100% of the district's final program entitlement minus the total of any program payments made to date.

2. In addition to the operational phases of administration, the following general administrative procedures are applicable.

**a. Material Control**

*Inventory* – The servicing district maintains an inventory record of the materials acquired for program use and ensures that the inventory is visually inspected annually. Whenever material in inventory is removed from use, the date and reason for removal is noted in the inventory record. Materials are removed from use whenever:

- 1) The material is determined surplus to district need,
- 2) The material is lost or its physical condition precludes reissue, or

## Educational Materials Eligible for Acquisition

Educational materials are divided into three general categories: textbooks, individualized instructional materials, and standardized tests. To be eligible for acquisition by the district for loan to the nonpublic pupil, educational materials must meet the following requisites of eligibility.

*General conditions of eligibility* – Eligible materials are:

1. Secular, neutral, nonideological, and not capable of diversion for religious use.  
  
As used in this sense, secular, neutral, and nonideological means such items would not be regarded as religious, spiritual, or sacred, in content or form and would be considered to present events, facts, and theories that pertain to religion or religious doctrine in an impartial manner.
2. Designed primarily for individual pupil use to attain educational objectives in a particular class or program in the school the pupil regularly attends; and/or cooperative learning group; and
3. Available and of benefit to Minnesota public school pupils.

*Textbook* – A textbook is any book, workbook, manual, or book substitute, including electronic books as well as other printed materials delivered electronically provided to each pupil for the individual use of that pupil as a principle source of study in a given class or program.

*Individualized instructional materials* – Individualized instructional materials are those educational materials, in addition to textbooks, which are used as a complementary source of study in a given class or program and are available for the individual use of each pupil in the class or program.

- a. **Examples of materials eligible for acquisition** – Educational materials meeting the general conditions of eligibility and falling into any of the following groups of material are considered to be eligible for acquisition as individualized instructional materials.

Published materials; periodicals; documents; pamphlets; photographs; reproductions; pictorial or graphic works; filmstrips; prepared slides; prerecorded video programs; prerecorded tapes, cassettes and sound recordings; manipulative materials; desk charts; games; study prints and pictures; desk maps; models; learning kits; blocks or cubes; flashcards; individualized multimedia systems; prepared instructional computer software programs; choral and band sheet music; electronic books and other printed materials delivered electronically; CD-ROM; software and other educational technology. See Appendix B.

- b. **Examples of materials NOT eligible for acquisition** – Classroom supplies consumed in the normal instructional process, educational materials intended for general classroom use rather than individual use, instructional equipment, and teacher's aids are items not considered eligible for acquisition under this program.



## Memorandum

To: School District Superintendents

From: Tom Melcher, Director  
Division of School Finance

Date: August 1, 2012

Subject: 2012 Nonpublic Pupil Aid Legislation

*Laws of Minnesota for 2012*, Chapter 144 expands the list of items eligible for purchase under the textbook / individualized instructional material/cooperative learning material component of the Nonpublic Pupil Aid program under Minn. Stat. 2021, 123B.41.

Beginning in FY2013, nonpublic pupil aid funds may be used to purchase “software or other educational technology, including “software, programs, applications, hardware, and any other electronic education technology”. All items must be secular, neutral and nonideological material used by, or of benefit to Minnesota public school pupils. Eligible materials must be designed primarily for individual pupil use or use by pupils in a cooperative learning group in a particular class or program.

The intent of the Nonpublic Pupil Aid program as outlined in Minn. Stat. 2021, 123B.40 is for every school pupil in the state to share equitably in education benefits. The funding and eligibility for participation in the aid program is on a per pupil basis. Eligible products must be purchased in quantities that insure each student or each cooperative learning group has their own copy. Site licenses do not meet this requirement as they do not guarantee that each student or cooperative learning group is treated equitably.

Minn. Stat. 2021, 123B.42, subd. 2 requires that the title to textbooks, individualized instructional/cooperative learning materials, and standardized testing materials must remain in the servicing district. Possession or custody may be granted or charged to administrators of the nonpublic school attended by the nonpublic school pupil or pupils to whom the eligible items are loaned.

Due to the variety of licensing and ownership restrictions attached to electronic educational technology, servicing districts will be required to register as the owner/user of the products loaned to participating nonpublic pupils.

Questions concerning this legislation should be directed to Greg Sogaard, Education Finance Specialist, School Finance Division, at (651) 582-8858, or [greg.sogaard@state.mn.us](mailto:greg.sogaard@state.mn.us).

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## Phase III – Final Payment

DEPARTMENT

DISTRICT

NONPUBLIC SCHOOL

August 2023

Forwarded UFARS tapes  
reporting nonpublic  
expenditures.

1. Texts/Texts/Materials
2. Health Services
3. Guidance and Counseling

October 2023

Reimbursement Summary

1. Compute total  
reimbursement due.
2. Adjust for administrative  
costs.
3. Make final payment.

Final Payment  
\$\$\$



## 2022-23 Program Report for Nonpublic Pupil Aids

To: Minnesota Department of Education  
Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113

From: Superintendent

District Name and Number: Aitkin ISD #1

Date: 9/2022

Subject: Nonpublic Pupil Aids

The enclosed Pupil Reports (ED-01650-35) from the nonpublic schools and home schools in this district, showing the **actual** count of nonpublic pupils eligible to receive nonpublic materials and pupil support services during the 2022-23 school year, are forwarded for the computation of the Nonpublic Pupil Aids that may be authorized by this district.

In addition to the loan of textbooks, standardized tests, and individualized instructional materials; the following district pupil support service programs are available in the district.

### Pupil Support Service

### District Program

	Is Available	Does Not Exist
Health Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary Guidance/Counseling Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Signature of Superintendent

8-23-2022  
Date

Enclosures



# Request form for District pupil health services

**School Year Ending June 2023**

The State of Minnesota has authorized local public school districts to allow pupils attending a nonpublic school, (includes home schools), established and operating within the school district boundaries, access to the existing district Pupil Health Services program. These services must be requested by, or on behalf of, the pupil **no later than September 15, 2022.**

Please indicate, by checking the appropriate box below, whether or not you request these items this school year.

Pupil's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Name of School: \_\_\_\_\_

I do request that the district's Pupil Health Services program be made available to the above pupil this school year.

I do not wish to request Pupil Health Services this school year.

\_\_\_\_\_  
Signature of Pupil, Parent, or Guardian

\_\_\_\_\_  
Date

**Please return signed forms to the nonpublic school when completed.**