Minnesota Department of Education

Postsecondary Enrollment Options
Mileage Reimbursement Program Instructions

If requested by the parents or guardians, school districts must reimburse low-income families for certain transportation costs in the Postsecondary Enrollment Options program. The income levels used to determine eligibility for these programs have changed for the 2012-13 school year.

- A family must complete the Application for Student Transportation Reimbursement at the beginning of the application request (or during the school year if there is a change in their financial status).
- If the family's income qualifies them for this program, they submit the Student Transportation Reimbursement Report to the district on a monthly basis. The district pays the family based on this claim.
- The mileage reimbursement is from the student's home or secondary school to the postsecondary institution.
- Both forms, the Application for Student Transportation Reimbursement and the Student Transportation Reimbursement Report, are retained in the district office.
- The information submitted by the family on the Student Transportation Reimbursement Report is summarized and is used to complete the Monthly Transportation Reimbursement Request (ED-01765-27). Form ED-01765-27 is the only form submitted to the Division of School Finance/Transportation Unit. The state will reimburse the district for the payments made to the parent.
- This program is **only** available for 10th-, 11th- and 12th-grade students attending a postsecondary institution under the Postsecondary Enrollment Options Act, Minnesota Statutes, section 124D.09.
- The 2012 Legislature amended Minnesota Statutes 124D.09, postsecondary enrollment options act to include 10th-grade public school students who have attained a passing score on the reading section of the Minnesota Comprehensive Assessments and meet course perquisites to take a career or technical education course as a PSEO student.
- Additional information and instructions appear on the reverse side of each form.

Please submit your claims on a monthly basis. **Do not wait** until the end of the school year.

NOTE: An alternative student who qualifies for mileage reimbursement must apply through the postsecondary institution where he or she is enrolled. An alternative student is defined as an 11th- or 12th-grade student **not** enrolled in a public school district, and includes students attending nonpublic schools and pupils who are home schooled. The postsecondary enrollment options act is not available for 10th-grade alternative students.

If you have any questions regarding the Application for Student Transportation Reimbursement, the Student Transportation Reimbursement Report, the Monthly Transportation Reimbursement Request or the Postsecondary Enrollment Options Mileage Reimbursement Program contact Kelly Wosika at 651-582-8855 or kelly.wosika@state.mn.us.