

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to their full potential

Series Number 502.4.6P Adopted January 1984 Revised November 2014

Title **Tuition Agreements: Students Served for Special Education, or Care and Treatment**

1. District 196 Students Receiving Service in Other School Districts

- 1.1 The District 196 Special Education Department receives the tuition agreement from the district which is providing service to the student.
 - 1.1.1 The Special Education Department verifies residency. If the student is not in the district's student information system (TSIS) or the student resides with a foster parent, additional research is done to determine residency of legal parents.
 - 1.1.2 Once residency has been verified, the tuition agreement is signed by the Director of Special Education and returned to the serving district.
 - 1.1.3 The Special Education Department notifies the Student Information Office by providing a copy of the agreement. The Student Information Office will update TSIS with an appropriate enrollment record.
- 1.2 Upon a student's return to District 196 (student was enrolled in the district, then left for care and/or treatment and is now returning to District 196), the school re-enters the student on the attendance roster and notifies the Student Information Office.
 - 1.2.1 The school's Child Study Secretary notifies the Special Education Department about every tuition or special education student who re-enrolls.

2. Students from Other School Districts (Nonresident Students) Receiving Service in District 196

- 2.1 Nonresident Students Served by District 196 Special Education
 - 2.1.1 When nonresident students enroll and require special education services, the attendance/enrolling staff shall immediately inform the school's Child Study Secretary who shall forward a completed Special Education Database Form (DB-1) and page five of the individualized educational plan (IEP) to the Special Education Department.
 - 2.1.2 The Special Education Department shall enter information from the DB-1 on their database. If the student has tuition status, the Special Education Department shall complete the Special Education Student Acknowledgement form from the Minnesota Department of Education (MDE) and forward it, along with a copy of the student's IEP, to the student's district of residence.
 - 2.1.3 The District 196 Student Information Office provides the Special Education Department with a printout of nonresident students attending District 196 schools who have been identified as tuition or IEP students. The Special Education Department is responsible for verifying the list and making changes or additions.
 - 2.1.4 The Special Education staff of the school in which the student is enrolling will invite representatives from the student's district of residence to IEP meetings regarding the student.
 - 2.1.5 When the student's district of residence returns a signed copy of the Special Education Student Acknowledgement form, the Special Education Department will verify and update its list of nonresident tuition students.

2.2 Nonresident Students Placed for Care and Treatment in District 196

- 2.2.1 Care and treatment facilities located within the boundaries of District 196 forward completed student enrollment and attendance information, including the residential status of each student, to the Special Education Department.
- 2.2.2 After verifying the nonresident status of the student, the Special Education Department adds the student to its list of nonresident tuition students, and completes and forwards a tuition agreement to the student's district of residence.
- 2.2.3 The Special Education Department provides the Student Information Office with the student's name, identification number, date of enrollment, total number of attendance hours, district of residence and other necessary enrollment information for data entry on TIES.
- 2.2.4 When the district of residence returns a signed copy of the tuition agreement, the Special Education Department shall verify and/or update its list of nonresident tuition students.

3. Tuition Billing Process

- 3.1 The Special Education Department is responsible for verifying tuition costs based on the MDE Uniform Tuition Billing Procedures.
 - 3.1.1 MDE develops tuition billing rates and prepares tuition costs and revenues for all Minnesota school districts.
 - 3.1.2 MDE is responsible for adjusting Minnesota school districts' special education aid based on their tuition costs for students served by other districts and tuition revenue earned for servicing students from other school districts.
- 3.2 For District 196 students receiving services in other districts, the Special Education Department will process tuition invoices for services not covered under the MDE tuition billing procedure.

4. Transportation

- 4.1 When a student without a disability is temporarily placed for care and treatment in a day program and the student continues to live within the district of residence during the care and treatment, the district of residence is responsible for providing necessary transportation for the student.
- 4.2 When a student (with or without a disability) is temporarily placed in a residential program for care and treatment, the district in which the child is placed for care and treatment is responsible for providing transportation to and from the educational program, regardless of whether the program is provided within or outside of the district.

References:- Minnesota Statute 125A.11, Special instructions for nonresident children
- Minnesota Statute 125A.51, Placement of children without disabilities; education and transportation
- Minnesota Statute 127A.47, Payments to resident and nonresident districts