

Educable Child Payment Procedure — At a Glance

What to Include (per pay period):

- Request for Reimbursement Form (one per pay period)
- Roll book or attendance report
- Invoice for each approved student

Student & Data Requirements:

- Student names match MDE approval list
- Students listed alphabetically
- Enrollment dates within the current school year

Billing Rules:

- Invoice days = Reimbursement Form days
-  Discrepancies paid at the lesser number of days

Submission Instructions:

- Upload all documents to SharePoint
- Place files in the “School District Reimbursement ONLY” Folder

Reimbursement Due Dates:

-  Sept 19, 2025
-  Nov 21, 2025
-  Jan 23, 2026
-  Mar 27, 2026
-  May 29, 2026