

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