

**DRIVER EDUCATION APPLICATION FOR PRIOR YEAR REIMBURSEMENT**

The Application for Prior Year Reimbursement is due by **September 1**. Please email a copy of the completed application AND the completed student rosters to [State Aid](#). Applications not received on September 1 are subject to non-payment.

<b>County No</b>		<b>County Name</b>		<b>School Year</b>	
<b>District No</b>		<b>District Name</b>			

<b>Completed by</b>		<b>Title</b>	
<b>Email Address</b>		<b>Phone</b>	

Driver Education (DE) courses eligible for reimbursement must:

- (a) Have an ending date on/between **July 1 – June 30**
- (b) Have an *Instructor Certification, Assurances, and Permit (ICAP)* form, approved prior to the course, on file with the State Aid Section of the SDE for each course taught by a certified instructor.

**INSTRUCTIONS**

- (1) Enter the beginning and ending date (**month-date-year**) of each driver education course within the appropriate semester.
- (2) Enter only the number of students who **passed** a driver education course (30 hours of classroom instruction and 6 hours behind-the-wheel instruction) as verified by documented final student grades. Include all sites for your district in each semester total. You may not count the same student more than once. If a student is counted in the category of “before school” total, he/she **cannot** be counted in the “after school” total.
- (3) Multiply the number of students (in each semester/session) by the state reimbursement amount on lines 1 through 8.

Sessions	Beginning Date	Ending Date	Number of eligible students who passed	Reimbursement per student	Total
<b>Summer Session I</b>				\$ 82.50	
<b>Semester I</b>					
<b>During the regular school day</b>				\$ 82.50	
<b>Before the regular school day</b>				\$ 95.00	
<b>After the regular school day</b>				\$ 95.00	
<b>Semester II</b>					
<b>During the regular school day</b>				\$ 82.50	
<b>Before the regular school day</b>				\$ 95.00	
<b>After the regular school day</b>				\$ 95.00	
<b>Summer Session II</b>				\$ 82.50	
				<b>TOTAL</b>	

I hereby certify the information in this document is complete and accurate. Student count and course grades have been verified by the instructor(s) to the superintendent and/or principal. All courses were completed between July 1 and June 30.

Superintendent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_