

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](mailto:state.aid@sde.ok.gov) (state.aid@sde.ok.gov). Applications not received on September 1 are subject to non-payment.

| | | | | | |
|--------------------|--|----------------------|--|--------------------|--|
| County No | | County Name | | School Year | |
| District No | | District Name | | | |

| | | | |
|----------------------|--|--------------|--|
| Completed by | | Title | |
| Email Address | | Phone | |

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 |
|--------------------------------------|----------------|-------------|--|---------------------------|-------|
| Summer Session I | | | | \$ 82.50 | |
| Semester I | | | | | |
| During the regular school day | | | | \$ 82.50 | |
| Before the regular school day | | | | \$ 95.00 | |
| After the regular school day | | | | \$ 95.00 | |
| Semester II | | | | | |
| During the regular school day | | | | \$ 82.50 | |
| Before the regular school day | | | | \$ 95.00 | |
| After the regular school day | | | | \$ 95.00 | |
| Summer Session II | | | | \$ 82.50 | |
| | | | | TOTAL | |

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: _____