# Illinois State Board of Education

## School Pupil Transportation Reimbursement Log Sheet

**Parent/Guardian Certification**

Under penalties of law and for the purpose of obtaining reimbursement from the State of Illinois, I hereby, by my signature, certify as follows:

1. I am the parent or legal guardian of the pupil whose expenses I have claimed on this form.
2. During the school year for which this claim is being made, these pupils were regularly scheduled day-time students in grades kindergarten through 12 of the Illinois public or nonpublic school listed on this form.
3. These pupils (1) lived 1 ½ miles or more from the school attended, or (2) lived within 1 ½ miles from the school attended and were driven to the school attended and (3) were driven to the school attended, or (4) were driven to and from school by a person other than a parent, legal guardian, or person living in the same household as the parent or legal guardian.
4. These pupils did not have access to transportation to and from school provided entirely by public expense.
5. I specify the amount which I have claimed on this form to transport these pupils to and from school during the school year for which this claim is being made.
6. If requested within three years of the payment of this claim, I will provide the school or the State Board of Education with:
   a. Records verifying my expenditures as claimed on this form.
   b. Verification that the claim is not a result of a verified serious safety hazard.
   c. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   d. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   e. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   f. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   g. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   h. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   i. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   j. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   k. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   l. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   m. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   n. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   o. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   p. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   q. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   r. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   s. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   t. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   u. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   v. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   w. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   x. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   y. The notice from the Illinois Department of Transportation certifying the serious safety hazard.
   z. The notice from the Illinois Department of Transportation certifying the serious safety hazard.

**General Information**

Qualifying Parents/Guardians must provide a complete and signed claim to appropriate school personnel at the child’s assigned attendance center on or before **June 30**.

Parents/Guardians that live less than 1 ½ miles from their child’s school must have a verified Serious Safety Hazard in order to claim reimbursement. Serious Safety Hazard applications must be filed with the appropriate Regional Office of Education or for those that reside in the City of Chicago to the Illinois State Board of Education (ISBE) on or before **February 1**.

Important Note: Serious Safety Hazard Approvals are valid for 4 school years unless conditions have changed. Parents/guardians who received verification of a safety hazard within the 3 school years prior to the current school year, whose children attend the same school and live at the same address do not have to reapply for safety hazard verification.

**Calculating Expense:** To calculate transportation expense when driving children to school, multiply the distance between home and school by four then multiply the product by the mileage rate in cents per mile for the current school year. This is the daily cost. Then multiply the daily cost by the number of days the children are driven to school. This is the estimated annual transportation expense.

After claims have been transmitted to ISBE by school personnel, Parents/Guardians should expect payment sometime during the month of December.

**Claim status:** Parents/Guardians may check the status of their Transportation Reimbursement Claims online once the school has submitted the claim by using the following link.

https://sec1.isbe.net/parentguardianinquiry/