



Ken Wagner, Ph.D.
Commissioner

State of Rhode Island and Providence Plantations
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Shepard Building
255 Westminister Street
Providence, Rhode Island 02903-3400

From: Marilyn Matzko, Ed.D., Education Specialist, Office of College and Career Readiness

Date: October 18, 2017

Re: ***Reimbursement Protocols for English/Language Arts and History/Social Studies Non-Public Textbook Loan Program, Grades K-12***

Attached is the form to request the FY 2018 reimbursement for non-public school textbooks. Districts will be reimbursed for any English/language arts and history/social studies books for grades K-12 on the 2017-2018 State Textbook List, provided the district has complied with all requests from non-public school students, per RIGL 16-23-1 to 16-23-8. To process this reimbursement, the district must complete the attached verification form signed by the superintendent or his/her designee and provide "evidence of cost" (RIGL 16-23-3.1). Evidence of cost is presumed to be clear documentation of district purchases of new books for non-public students. **Please also provide a summary page that demonstrates how the # of textbooks and total cost on the verification form were calculated.**

The verification form must be submitted by **Friday, December 8, 2017**. A single FY 2018 payment will be made in February 2018's aid payment. All questions regarding reimbursement should be addressed to Kristen Cole at Kristen.cole@ride.ri.gov or 222-4681.

Please address the attached form and supporting documentation to:

Kristen Cole
Senior Finance Officer
Rhode Island Department of Education
255 Westminister Street
Providence, RI 02903

The list of textbooks for the 2017-2018 school year may be found in a searchable file at:

<http://www.ride.ri.gov/InstructionAssessment/InstructionalInitiativesResources/TextbookSearch.aspx>

Telephone (401)222-4600 Fax (401)222-6178 TTY (800)745-5555 Voice (800)745-6575 Website: www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

Textbook Verification Form

District: _____

Reimbursement requested:

***Number* of textbooks:** # _____

Cost per book: \$ _____

Total cost: \$ _____

I hereby affirm that this amount is an accurate reflection of dollars spent on textbooks in subject areas of English/language arts and history/social studies grades K-12. I hereby affirm that all books for which reimbursement is sought herein are on the State Approved Textbook List for non-public students for fiscal year 2017-2018.

Please submit copies of purchase orders or other documentation that comply with “evidence of cost” (RIGL 16-23-3.1).

Please provide a summary page that demonstrates how the # of textbooks and total cost on the verification form were calculated.

PLEASE SUBMIT YOUR REIMBURSEMENT FORMS (AS SOON AS POSSIBLE, AND) NO LATER THAN DECEMBER 8, 2017.

Signature Superintendent

Date