

## **Monhegan School**

Dear Parents and Families,

The school committee supports student learning all year long. As a result the families of Monhegan Island students are offered the opportunity to apply for reimbursement of funds to engage in off-site learning in the core areas of Science, Technology, Engineering, the Arts and/or Mathematics outside of the 175 day school year. Requests will be considered on a first come first serve basis and are subject to the availability of funds in the budget or grants.

Approval is based on a request from the parent or guardian and made on behalf of the student to the Teacher, for approval by the Superintendent. The student must be at least in grade 3 and 9 years of age by the time the off-site learning/experience is to take place.

Steps for Approval by the Superintendent:

- 1) If the parent or guardian would like pre-approval for reimbursement, please submit a request for approval by May 15th for camps or courses with sessions June-August and by September 1st (if possible) for camps in December. No requests will be honored if submitted after September 15th.
- 2) Parent or guardian completes the following information and submits it to the classroom teacher. We will do our best to get Superintendent approval within two weeks.
- 3) Attach brochure information about the learning/experience and any other relevant information to the form.
- 4) For reimbursement after attendance, submit proof of payment of the registration fees that was paid to the provider and a written statement summarizing the experience.

Please fill out the following information.

**Parent and Student Name:**

**Dates of Camp or Experience:**

**Learning Goals for the Student.** On a separate document please explain why this is important to the student's long-term academic goals and his/her personal interest in the content of the learning experience.

### **Items Available for Reimbursement**

Registration Fee:

Do you plan to request reimbursement for this item? Circle Yes or No

Other material costs needed for the student to participate in the learning:

Do you plan to request reimbursement for this item? Circle Yes or No

Miles to the Site:

Do you plan to request reimbursement for this item? Circle Yes or No

Toll Amounts:

Do you plan to request reimbursement for this item? Circle Yes or No

Total of Anticipated Reimbursement Request: