



Home Based Education Funding Guidelines (6.05B)

Administrative Procedures

Although current regulations state that registration of a home-based education program must be made “at least 30 days before the start of instruction for a school year in September of a year, and in any event by August 15 of that year” (Home-based Education Policy Manual (Third Edition), Ministry of Education, 2014, p. 48), the school division accepts registrations after that date. September 30, however, is a key date in school division operations because the division is required to provide enrolment and other data to the Ministry of Education at that time.

1. To qualify for funding, students must be registered, with an approved Education plan before August 15. Expense reimbursement allocations are reviewed annually by Living Sky School Division. For the current school year, expenses for Kindergarten students have been set at \$250.00 and home based students in Grades 1-12 are eligible for annual reimbursement to a maximum of \$500.00 per student. This funding is to be used for the purchase of resources, materials, and/or services to support the educational plan. These amounts are pro-rated at a monthly rate of \$50, if registration is submitted after September 30.
2. Items for which parents wish to apply for funding must be included in the approved educational plan for that year. Amendments can be made to the plan during the school year; however, when parents make amendments, they must notify the Director or designate *in writing* of the amendments, and the amendments must be acceptable to the registering authority. (Home-based Education Policy Manual, p. 54).
3. The fiscal year has recently been changed from the calendar year to the school year; therefore these funding guidelines and allocations will be based on those dates – September 1 to August 31. Receipts and purchases must be dated within the fiscal year; there will be no carryovers.

Parents are asked to submit funding requests by July 31st to allow the division office staff time to process the requests before the end of the fiscal year. **Funding reimbursements will only be issued after the approval of the year end assessment submissions.**

4. Parents may access either a purchase order or general voucher system. **Funding reimbursements will only be issued after the approval of the year end assessment submissions.**
 - A purchase order is the name given to a form on which the school division agrees to pay for an item which has been ordered. Before a purchase order is used, parents must first find out if the vendor will accept one. Once this is confirmed, a quote from the vendor is submitted to the school division and a purchase order will be prepared. This process may be helpful to parents especially for major purchases because the school division would pay the vendor directly.
 - A general voucher is the name given to a form on which the parent requests reimbursement for items already purchased. ***Receipts must be attached to the [general voucher](#).*** Several receipts could be attached to one general voucher.
 - Division office will track the access to funding; parents are asked to also keep track of their expenditures.
 - If purchases are made in U.S. dollars, a copy of the credit card statement will need to be submitted.
5. Resources, materials and other non-consumables purchased from this funding will become the property of the family.
6. In addition to standard resources and materials needed to support the educational plan, funding may be used for items such as:
 - lessons for the arts including visual art, choir, voice, dance, music;
 - musical instruments;
 - lessons and fees for physical activities which support Health and Physical Education programs, i.e. swimming lessons; and
 - computer software; computers, accessories like printers and scanners, or DVD players which support the educational program.
7. Funding may not be used for:
 - Internet services (the school division is part of the Community Net program); long distance charges; postage; or
 - travel costs to access activities related to the educational program.
8. Costs for high school courses offered by the Saskatchewan Distance Learning Center: If students are accessing two or more Saskatchewan Distance Learning Center credits, given the cost to the school division, the expense reimbursement will be used towards payment of the courses, and no other reimbursements will be issued.