ROCK COUNTY PUBLIC SCHOOLS

P.O. Box 448 Bassett, NE 68714

Phone 402-684-3411 Fax 402-684-3671

Mark Otten Superintendent
Nickie Ebert Principal
Kayla Fischer Dean of Students/AD
Brandi Hollenbeck Business Manager

Dear Parents,

I am writing to inform you about claiming student transportation reimbursement for eligible **K-8** students. The family residence must **exceed four miles** from the school to be eligible.

Enclosed is a form that each eligible family will need to complete and return to the school in order to claim mileage reimbursement. The school can help you with this form, but families are responsible for completing and signing the form and returning it to the high school office.

Please note on the form that there are three categories: transportation of own children, transportation of own children plus children from an additional family, and transportation for children that are option students **(must qualify for free or reduced priced meals)** into the Rock County district. To complete the form, you will need to keep track of the number of days driven and if it was for the morning or afternoon or both and then fill in the appropriate number of days travelled. **Note: nights spent in town should not be turned in for mileage.**

Reimbursement claims will be paid as part of the regular claims with each regular board meeting. Forms should be returned to the high school office on the first of the month in order to be included for payment that month. Requests received too late to be included with the monthly claim for the upcoming meeting will be paid as part of the following months' claims**. Ideally, a family would submit one form per month**, but multiple months may be included. If more than one month is included, please note that on the form.

Final reimbursement requests for the 2025-2026 school year must be returned to the Business office by May 31, 2026.

The Request for Mileage Reimbursement form will be available on the district website at http: www.rockcountyschools.org or paper copies are available at the school.

Please contact Brandi or Mr. Otten with any questions you may have.
You can email your forms to Brandi each month at **bhollenbeck@rockcountyschools.org**

Sincerely,

Mark Otten, Superintendent

Rock County Public Schools will provide its students with positive educational experiences that instill life-long learning skills to nurture responsible, contributing citizens.