

PARENT TRAVEL/CHILDREN RECEIVING SPECIAL SERVICES

Students with identified disabilities are entitled to a free and appropriate public education ("FAPE"). 20 U.S.C. A. § 1412; 34 C.F.R. § 300.300. FAPE is provided at no cost to the parents or the eligible adult student. 34 C.F.R. § 300.13.

Sweetwater County School District Number One, State of Wyoming attempts, when reasonably possible, to provide FAPE within schools of the District. However, when FAPE is provided by out-of-district resources, necessary travel to the FAPE delivery site is provided by the District as required. Expenses for necessary travel are provided at no cost to the parents or the adult student entitled to FAPE under the Individuals with Disabilities Education Act. ("IDEA").

Travel expenses may include round-trip mileage for automobile travel, round-trip airline tickets or round-trip bus tickets. Necessary expenses for food and lodging while traveling may be included as travel expenses. Expenses for such travel normally include expenses for the identified student and one or both parents/legal guardians. All submitted receipts must be itemized for reimbursement.

Examples of eligible travel expenses may include out of district evaluation appointments or out of district residential placements. Eligible travel expenses for a student in residential placement may include travel to place the student in the residential facility, ~~or~~ return the student from the residential facility, Individualized Education Program ("IEP") meetings and other just reasons recommended by the IEP team and approved by the District's Director of Special Services. 34 C.F.R. § 300.345. Generally, travel is approved up to a maximum of five trips a placement year. The placement year begins the day the student is placed in a facility. The trips should be limited to three in state and three to five for out of state. The visits should be scheduled during major vacations such as semester, winter, spring or summer breaks.

Travel expenses are approved on a case-by-case basis. Use of the most fiscally responsible and reasonable mode of transportation, lodging and food will be the basis of establishing reasonable expenses paid by the District. Reimbursement shall be determined prior to approved travel and designated by written contract between the District and the parent or adult student.

Parents/legal guardians or adult students should meet with the District's Director of Special Services to review and approve, prior to travel, requests for travel expenses. Parents must be informed, at the time of signing the contract, of the per diem amount allotted and allowable expense. The District shall be responsible only for preapproved expense items. Any unapproved travel expenses shall be the sole responsibility of the parents or the adult student. Examples of non-allowable expenses are alcoholic beverages and entertainment expenses.

Adopted: 11/12/01

Revised 3/12/12

LEGAL REF: 20 U.S.C.A. § 1412 34 C.F.R. § 300.13; 300.300; 300.345.

CROSS REFS: Wyoming Department of Education Rules and Regulations Chapter 8, Section 20. School District #1, Sweetwater County, Wyoming