



New Hampshire

# Department of Education *Technical Advisory*

*Serving New Hampshire's Education Community*

Tuition & Transportation Reimbursement for Alternative Education Students

RSA 188-E  
Ed 1300

*This technical advisory is intended to help clarify the Alternative Education Tuition and Transportation reimbursement.*

## **I. Actual Text**

### 188-E:7 Tuition

The Department of Education is authorized to pay from its regular budget tuition for full or part-time students attending programs at designated vocational centers or designated vocational educational courses at other comprehensive schools whose residence is in a district where the high school of normal attendance does not offer a similar vocational education course. The Department of Education is also authorized to pay for "at risk" students, who reside in a district where the high school does not offer an alternative education program, to attend alternative education programs at regional vocational centers or an associated high school. The cost of tuition shall not exceed the cost of attendance to a vocational education center. The liability of the state and local school districts for tuition shall be determined by the state board under rules adopted pursuant to RSA 541-A, provided that a receiving district may charge a student from a sending district a differential vocational education rate and that the receiving district shall deposit that differential into its capital reserve account to be used for vocational centers and equipment.

### 188-E:7 Transportation

The Department of Education is authorized to pay from its regular budget the cost of transportation for regional vocational students and for at risk students who attend alternative education programs located at a regional vocational educational center or an associated high school. Transportation costs shall not exceed the rate adopted pursuant to RSA 541-A by the state board. The sending district shall be responsible for paying the transportation costs and shall be reimbursed from state funds.

### 188-E:2 (V)

"At risk student" means a high school student who has been evaluated by the local school district staff and deemed to be an individual in jeopardy of dropping out of school prior to graduation.

### 193:1(I)(h)

The pupil obtains a waiver from the superintendent, which shall only be granted upon proof that the pupil is 16 years of age or older and has an alternative learning plan for obtaining either a high school diploma or its equivalent.

Issued by:

*Virginia M. Barry, Ph.D.*

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## II. Department Comment:

### Who is eligible?

- Public School Attendees
- Charter School Attendees associated with a regional CTE agreement unless otherwise approved by Governor & Council.

### Who is eligible for tuition payment and transportation reimbursement costs associated with Alternative Education?

A sending district student who is deemed at risk of dropping out by school officials, is at least 16 years of age or older and has an approved Alternative Learning Plan in place.

\*Students or parents would receive transportation reimbursement directly from the sending district upon submission of an invoice or a request for reimbursement.

### Who is not eligible for tuition payment and transportation reimbursement costs associated with Alternative Education?

- An identified student with an agreed upon Individualized Education Plan (IEP) and whose alternative services are part of the IEP
- Students in alternative programs funded under Special Education or paid for by other methods
- Private School Students

### How Are Tuition Rates Set?

Tuition is based on the Cost Per Pupil (CPP), which includes current expenditures from all funding sources (local, state and federal) associated with the daily operations of schools.

Cost per Pupil is calculated by subtracting tuition and transportation from K-12 current operating expenditures, and then dividing by the average daily membership in attendance (ADM-A). The report "State Average Cost Per Pupil Expenditures" identifies which expenditures have been included or excluded. (see below)

### When are the Cost per Pupil (CPP) rates released?

The rates are released annually in early January and can be found at [www.education.nh.gov/data/financial.htm](http://www.education.nh.gov/data/financial.htm). The Bureau of Data Management releases the rates. For detailed information concerning Cost Per Pupil please contact Ron Leclerc at [Ron.Leclerc@doe.nh.gov](mailto:Ron.Leclerc@doe.nh.gov).

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## When are Alt-1's due?

- **Budget Estimates are due October 15.** Include all students anticipated to attend at any point in the school year. If there are changes a REVISED Budget Estimate is required.
- First Semester Alt-1's are due at the end of the first semester, no later than February 15.
- Second Semester Alt-1's are due at the end of the second semester, or July 15.

### Alt-1's are submitted to:

Carrie Gorman  
 NH Department of Education  
 21 South Fruit Street, Suite 20  
 Concord, NH 03301  
 (603) 271-3384      [Carrie.Gorman@doe.nh.gov](mailto:Carrie.Gorman@doe.nh.gov)

## Who completes the Alt-1's?

The receiving school fills out the information required in columns A-K. ([www.education.nh.gov/career/career/documents/tuition\\_alt\\_1.xls](http://www.education.nh.gov/career/career/documents/tuition_alt_1.xls)). The Superintendent signs at least two copies of the forms and one original is sent to the sending district(s) and one original is sent to the Department of Education. The sending district verifies student names, dates of enrollment, Days of attendance etc. Accurate forms are then signed by the (sending district) superintendent and mailed to:

Carrie Gorman  
 NH Department of Education  
 21 South Fruit Street, Suite 20  
 Concord, NH 03301

## When can we expect tuition payment and transportation reimbursement of funds?

Payment of Tuition and Transportation funds is on or before December 1 following the school year in which the expense was incurred. (Example: School Year 2009-2010 payment comes December 1, 2010)

A sending district shall not pay tuition in advance for at risk student attendance in an at risk program, as described in their Alternative Learning Plan (ALP), at a Regional Center or associated high school. The state will pay said tuition the following December.

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## Definitions

- a. "Receiving district" shall mean a school district operating a comprehensive high school which offers Alternative Education Programs or is designated as a regional center or offers a designated course.
- b. "Sending district" shall mean a school district where students reside, and for whom said district has tuition responsibility.
- c. "Alternative Education Program" means a program that provides "at-risk" students with a variety of options that can lead to graduation by focusing on the students' individual social needs and the academic requirements for a high school diploma. Programs can include:
  - Adult High School
  - Alternative Programming including, but not limited to, credit recovery, private instruction (tutoring), costs associated with extended learning opportunities (ELO's), charter schools (if associated with a regional CTE agreement), on-line course work, or virtual high school associated with a public high school
  - Apprenticeship Programs
  - GED Prep Programs
- d. "At-risk student" means a high school student who has been evaluated by the local school district staff and deemed to be in jeopardy of dropping out of school prior to graduation.  
*\*To qualify for Tuition and Transportation funding the student must be identified as an Alternative Education student.*
- e. "Alternative Education student" is a student who is at least 16 years old with an approved Alternative Learning Plan in place and not funded under any other funding source 193:1(l)(b)
- f. "AV-1" is the form districts submit for reimbursement of tuition and transportation costs associated with students enrolled in approved CTE programs.
- g. "ALT-1" is the form districts submit for tuition payments and reimbursement of transportation costs associated with students enrolled in alternative education.
- h. "Career and Technical Education" means organized activities that offer a sequence of courses that provide individuals with the academic and technical knowledge and skills needed to prepare for future education and for careers (other than career requiring

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baccalaureate, master's or doctoral degree) in current or emerging employment sectors. This includes competency based applied learning that contributes to the academic knowledge, higher-order reasoning, and problem solving skills, work attitudes, general employability skills, technical skills and occupation-specific skills, of an individual.

### III. For more information on this technical advisory, contact:

Eric Feldborg, Administrator  
NH Department of Education  
Bureau of Career Development  
21 S Fruit St, STE 20  
Concord NH 03301  
(603) 271-3867  
[Eric.Feldborg@doe.nh.gov](mailto:Eric.Feldborg@doe.nh.gov)

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