



Division of School Finance  
Special Education Funding and Data  
400 NE Stinson Blvd  
Minneapolis, MN 55413

## Special Expenditure Application Out-of-State Tuition for Minnesota Residents 2023-24

ED-02431-17  
DUE: 11/30/2024

**General Information and Instructions:** The Minnesota Department of Education (MDE) **will not accept** handwritten applications. Please use the online form process to complete this application. This form and supporting documentation provides MDE with the necessary information to document the eligibility of a student for out-of-state tuition revenue.

Use **one** form for each student placement. If the student has multiple placements in out-of-state programs, use a separate application for each placement. MDE will use application information, supporting documentation, Minnesota Automated Reporting Student System (MARSS) record, and tuition billing to calculate the special education tuition payment.

Minnesota Statutes 2023, section 125A.79, subdivision 8: "Out-of-state tuition. For children who are residents of the state, receive services under section 125A.76, subdivisions 1 and 2a, and are placed in a care and treatment facility by court action in a state that does not have a reciprocity agreement with the commissioner under section 125A.155, the resident school district shall receive special education out-of-state tuition aid equal to the amount of the tuition bills, minus (1) the general education revenue, excluding basic skills revenue and the local optional levy attributable to the pupil, calculated using the resident district's average general education revenue per adjusted pupil unit, (2) the referendum equalization aid attributable to the pupil, calculated using the resident district's referendum equalization aid per adjusted pupil unit, and (3) the special education aid attributable to the pupil."

### Applicant District Information

SEDRA Line #	District Name:				District Number and Type:	
Address:			City:		ZIP Code:	
Contact Person:			Email Address:		Telephone Number:	
Full Name of Placing Agency (e.g., Ramsey County Human Services): (*Required)					Dates of Placement (MM/DD/YYYY): to	
Funding Source Code:		Service Code:	Disability:		Grade:	
Student Last Name:			Student First Name:			
Date of Birth (MM/DD/YYYY):	Gender:	MARSS Number (13 digits):		School Number:	Enrollment State Date (mm/dd/yyyy):	
Time Units:	Time Unit Type:		Expenditure Amount:		Facility ID Code:	
Line Description: Full Name of Care and Treatment Facility: (*Required)						

**There must be a record for the student entered in MARSS for the Regular School Year (RSY).**

The dates of placement for an RSY application **must match** the MARSS record begin and end dates.

Do not combine RSY and Extended School Year (ESY)/Summer Session placements on the same application.

Cost of special education services.

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Eligible certification: Student **must** meet **all** criteria and submit required documentation to be eligible:

- ☐ Student placed by the courts or human services not the parents or the school district. **\*Placement documentation required**
- ☐ Student had an Individualized Education Program (IEP) in effect for the time that the student was in placement.
- ☐ Placement is a care and treatment facility.
- ☐ District must submit MARSS Report 17 for RSY 2023-24. **\*Report required**
- ☐ District must submit copies of the paid invoices. **\*Invoices required**
- ☐ District must demonstrate they broke out invoices by general and special education. **\*Breakout required.**
- ☐ District certifies that the invoices attached are only for special education services, not general education, care and treatment or board and lodging.
- ☐ District **must** enter special education portion of student expenditure in the Special Education Data Reporting Application (SEDRA). **\*SEDRA line number required.**

**MDE cannot process the application if application is not complete, or the district does not attach required documentation.** For more information, please see *Section 20 – Special Education Tuition Fund Applications* of the [Special Education Funding Guide](https://education.mn.gov) (From the MDE homepage (<https://education.mn.gov>) > Districts, Schools and Educators > Business and Finance > School Finance > Special Education > Special Education Funding Guide). Email questions to [Special Education Funding and Data](mailto:mde.spedfunding@state.mn.us) ([mde.spedfunding@state.mn.us](mailto:mde.spedfunding@state.mn.us)).

District Name:	District Number and Type:
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### Certification of Information

I certify that to the best of our knowledge, the information contained on this form is accurate and complete.

\_\_\_\_\_  
Signature – Director of Special Education

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date