



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

Ken Wagner  
Commissioner

To: Superintendents/ Textbook Coordinators

From: Marilyn Matzko – Education Specialist, Office of College and Career Readiness

Date: October 17, 2016

Re: ***Reimbursement Protocols for English/Language Arts and History/Social Studies Non-Public Textbook Loan Program, Grades K-12***

Attached is the form to request the FY 2017 reimbursement for non-public school textbooks. Districts will be reimbursed for any English/language arts and history/social studies books for grades K-12 on the approved 2016-2017 Textbook List, provided the district has complied with all requests from non-public school students, per RIGL 16-23-1 to 16-23-8. To process this reimbursement, the district must complete the attached verification form signed by the superintendent or his/her designee and provide “evidence of cost” (RIGL 16-23-3.1). Evidence of cost is presumed to be clear documentation of district purchases of new books for non-public students. **Please also provide a summary page that demonstrates how the # of textbooks and total cost on the verification form were calculated.**

The verification form must be submitted by **Friday, December 9, 2016**. A single FY 2017 payment will be made in February 2017’s aid payment. Questions regarding reimbursements should be addressed to Kristen Cole at [Kristen.cole@ride.ri.gov](mailto:Kristen.cole@ride.ri.gov) or 222-4681.

**The attached form and supporting documentation should be addressed to:**

**Kristen Cole**  
**Senior Finance Officer**  
**Rhode Island Department of Education**  
**255 Westminster Street**  
**Providence, RI 02903**  
**[Kristen.Cole@ride.ri.gov](mailto:Kristen.Cole@ride.ri.gov)**

**The list of textbooks for 2016-2017 may be found in a searchable file at:**  
**<http://www.eride.ri.gov/eride2K5/TextbookInventory/default.aspx>**

