**Section 120.230 Responsibilities of Schools**

a) Schools shall notify custodians of the eligibility criteria set forth in Section 29-5.2 of the School Code and Section 120.210 of this Part by November 1 of each year. This notification shall include the fact that claim forms will be available, as well as informing custodians of the existence of the dispute resolution procedures contained in Section 120.250.

b) Schools shall make the claim forms available by March 1 of each year at each of their attendance centers for custodians to come in and complete.

c) Each attendance center shall designate a representative to assist custodians in completing claims, to explain eligibility requirements, and to forward completed claims to the State Board of Education by the date specified in subsection (e).

d) The school's representative will sign each claim form certifying that:

1) he or she is the authorized representative at that specific school;

2) attendance at that school satisfies the Illinois compulsory attendance requirements as specified in Section 26-1 of the School Code;

3) the pupils claimed attended regularly scheduled day-time classes as full-time pupils at the school during the year claimed;

4) the pupils claimed did not have access to transportation to and from school provided entirely at public expense, or walked or otherwise traveled along a safe passage route, as designated by a school board organized under Article 34 of the School Code, to reach school or return home; and

5) the individual making each claim is the custodian of the pupils claimed.

e) Schools shall transmit the completed forms to the State Superintendent of Education on or before July 31. Claims received by the State Superintendent after July 31 will be reimbursed only if funds remain available for this purpose.

(Source: Amended at 39 Ill. Reg. 10026, effective June 30, 2015)