

Anoka-Hennepin Home and Nonpublic Schools Office
 Textbook Aid Expenditure Guidelines for Nonpublic Schools/Homeschools

[Compliant with Minnesota Statute 123B.41](https://www.revisor.mn.gov/statutes/cite/123b.41)
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| BASIC GUIDELINES | | |
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| ITEMS MUST BE... | | |
| INTENDED FOR STUDENT USE*(See 'Student Textbook' for more) | NEW, NOT PREVIOUSLY USED (used textbooks not eligible) | EDUCATIONAL IN NATURE |
| SECULAR (Not religious in nature or intended for religious use) | PURCHASED ON OR AFTER JULY 1 OF CURRENT FISCAL YEAR | ONE ITEM PER INDIVIDUAL OR COOPERATIVE LEARNING GROUP (Not applicable to homeschools) |

| ITEMS ELIGIBLE FOR USE WITH TEXTBOOK AID All items must comply with basic guidelines | DETAIL |
|---|--|
| Student Textbook | *Per legislation in 2019: May include teacher materials that accompany materials that a pupil uses if bundled together |
| Workbook | Must not be comprised of mostly blank pages. |
| Standardized Testing | Must be nationally norm referenced. Must be a test of achievement. Must be standardized. Proctoring fees associated with the test are not reimbursable, unless the test cannot be given without a proctor (e.g. Peabody). Practice tests are not reimbursable. |
| Shipping fees | Tax not included |
| Manipulative material/models | A manipulative is an item that engages students in discovery through construction, placement, sorting, and creating. Example: blocks, cubes, and number tiles. Must fit on a desk 20" x 30" |
| Desk map | Individual maps for each student. Does not include wall maps and/or globes |
| Division chart/multiplication table | Individual for each student |
| Published materials | Documents, pamphlets, photographs, pictorial or graphic works, study prints and pictures, reproductions |
| Flash cards | For individual students and/or cooperative learning groups |
| Games | Must be grade level appropriate and used in a cooperative learning group setting. |
| Puzzle | Must be educational in nature. Examples may include: sentence puzzles, anatomy puzzles, math puzzles, geography puzzles, map puzzles, etc. |
| Magazine/periodical | Must be appropriate to grade level. |

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| ITEMS ELIGIBLE FOR USE WITH TEXTBOOK AID All items must comply with basic guidelines | DETAIL |
|---|---|
| Individual audiobooks | Must be itemized with a US Dollar amount. Audiobook subscriptions not eligible. |
| Learning kit | For individual students and/or cooperative learning groups. *See Consumable Kits (not eligible) |
| Novel | No books intended for placement in a school library (<i>Not applicable to homeschools</i>) |
| Prepared instructional online or computer software program | Subscriptions more than one year in length will be reimbursed at a prorated price. Subscriptions must be purchased before the first half of the school year has passed in order to be reimbursed for the full school year. Any purchases made in the second half of the school year will be prorated from the start date of the subscription to June 30 (the end of the fiscal year). |
| Prerecorded video program | Examples: nature videos and video adaptations of novels. Does not include instructional videos |
| Scripts | Performance fees associated with a play script purchase are not reimbursable. |
| Sheet music | Instruments are not eligible |

| Examples of ITEMS NOT ELIGIBLE FOR USE WITH TEXTBOOK AID | | |
|---|---|--|
| Answer keys, solution manuals | Audiobook subscriptions | Headphones |
| Reference materials - including dictionaries, field guides, encyclopedias | Classes - including presentations, webinars, college courses, instructional movies, Community Education, live lessons | Classroom consumables - including art supplies, chalk, pencils, paper, etc |
| Classroom sets of generic instructional materials - items include name strips, individual whiteboards, whiteboard erasers, etc. | Equipment/hardware intended for general classroom use - including calculators, abacuses, counting racks, geometry templates, geometric solids, white/black boards, globes, science equipment, timers, batteries, etc. | Consumable books/notebooks with mostly blank pages, coloring books, paint-by-number, consumable kits i. e., kits intended to be used once. (Including, but not limited to, KiwiCo kits, Tinker Crate, National Geographic kits, Einstein Box, Smithsonian Science kits, etc) |
| Hardware requiring licensing - including desktop computers, laptops, tablets | Physical education/athletic equipment - including pedometers, balls, weight equipment, tennis rackets, etc. | Classroom, school, site licenses, "add on" licenses, and any accompanying digital service/activation fees |
| Floor pillows, storage cabinets | Overheads | Play/performance royalty fees |
| Practice tests, test prep (Including, but not limited to, ACT/SAT test prep) | Science consumable materials (rocks, chemicals, etc) | Books intended to be placed in a library (<i>N/A for homeschoolers</i>) |
| PSEO materials/college materials | Cameras | Software requiring licensing |
| Teacher materials, teacher aids | Test proctoring fees | Musical Instruments |
| DVD Players | Field Trips | E-Readers |