Welcome to Sheridan AllPrep Academy. We value the role parents and guardians have in the education of children. We believe families should be able to collaborate with teachers, direct instruction, and choose curriculum for their students. This guide will help families understand the requirements and limitations of choosing and purchasing curriculum, enrichment, and supplies at SHAPA.

Student Handbook Form

Please note that before you are able to be reimbursed or order curriculum materials you will be required to fill out the Student Handbook Form.

Allocations

Each semester, students have the following amounts available:

- $400 for pre-approved curriculum
- $250/$200 (Semester 1/Semester 2) for enrichment, activities, and supplies*
- The total allocation is $1250 for the entire school year

** **New!** Students who are assigned to a Pod Mentor Teacher will receive an allocation of $225/$175 each semester for reimbursable enrichment, activities, and supplies. The other $25/semester will go toward Pod supplies purchased by the teacher regardless of their pod attendance.*

The student must remain enrolled the entire semester/year. Families who un-enroll prior to the end of the semester/year will be required to reimburse the school for any purchases. Families who join mid-year will receive a reduced amount based on the month they join.

Curriculum

Curriculum includes instructional books, .pdfs, workbooks, and other written materials. It includes lessons *and* academic content. A list of pre-approved curriculum has been provided by SHAPA. While requests for other curriculum may be made, there is no guarantee or promise of purchase or reimbursement for items that are not pre-approved. The list of pre-approved curriculum is subject to change.

SHAPA cannot purchase any curriculum that is faith-based in nature.
Things such as novels, school supplies, materials, tutoring, magazine subscriptions, printing services, clothing, furniture, and outside courses are not considered curriculum.

Shipping costs are included as part of the overall cost of curriculum/enrichment/supplies.
All curriculum must be used to support the student’s educational plan.

Enrichment and Activities
Enrichment and activities include any outside classes, groups, sports, magazines, novels, or memberships. Please refer to the pre-approved list of enrichment and activities.

All memberships will be prorated for student costs only. For example, a family membership to the Oregon Zoo will only be reimbursed $39, the cost of an individual membership.

Vendor	Reimbursement Limit
Columbia River Gorge Discovery Center	$50
End of Oregon Trail Museum	$75
Evergreen Space and Aviation Museum	$75
National Parks Pass	$80
OMSI	$99
Oregon Coast Aquarium	$60
Oregon Garden	$50
Oregon Historical Society	$60
Oregon Japanese Garden	$50
Oregon Zoo	$39
Portland Art Museum	$80
State Parks Pass	$30
This list and the amounts are subject to change at any time.	

Supplies
Supplies include any items that contribute to the student's academic needs. This includes items such as pens, paper, headphones, science lab supplies, or other items. Please refer to the pre-approved list of supplies.

Ways to Purchase
Families can choose the best method of purchasing curriculum and other materials.

- **Option One:** Families purchase items from the pre-approved lists and request reimbursement. Reimbursement checks will be sent to families according to the reimbursement schedule. Families can choose to be reimbursed via paper check or electronic deposit.

- **Option Two:** Families can request the school to make purchases that are shipped directly to the student. Requests must be made in the first two weeks of the semester, or within two weeks of enrollment (for mid-year enrollees). Initial requests are made through the student's mentor teacher. Option two cannot be used for curriculum subscriptions. Anything with a monthly cost or on a subscription basis must go through option one.

Purchase and Reimbursement Calendar

Purchases must be made in a timely manner to ensure maximum use by the student. Unused reimbursement funds cannot be carried over to the next semester or the next school year. If the cost of the curriculum exceeds $400, the first $400 can be requested the first semester and the remainder of the cost can be requested during the second semester. The same allowances will be made for enrichment funds and supply funds that exceed the first semester allocations. *For this allowance, all receipts must be submitted during the first semester. The same receipts will be resubmitted second semester to request any amounts that were not reimbursable the first semester.*

Reimbursements will not be made for any curriculum, activities, or supplies used during the summer. Any subscriptions or memberships will be prorated to cover September 1st through June 1st.

Schedule for Purchases and Reimbursements of Curriculum		
	Purchase Window	**Reimbursement Window**
Semester One	July 1st through September 30th	September 30th through October 30th **Deadline: October 30th 4pm**
Semester Two	July 1st through September 30th (to request funds that exceed 1st semester allocations) *or* October 1st through February 28th	January 30th through March 31st **Deadline: March 31th 4pm**
Students who register mid-year, outside of a purchasing window, will have two weeks from the date of enrollment to make curriculum purchases and request reimbursement. Reimbursements will not be made for purchases that were completed prior to enrollment. Reimbursement amounts will be reduced to reflect the remaining days in the semester.		

Curriculum Allocation Amounts by Month	
Month of Enrollment	**Funds Available**

July/August/September	$400
October	$320
November	$240
December	$160
January	$80
Second Semester	
February	$400
March	$320
April	$240
These amounts are reduced each month to reflect the shortened time left in each semester. The allocation will not be reduced after April because there are no new enrollments after April. *Examples: If you enroll in November, you will receive $240 for the first semester and $400 for the second semester. If you enroll in March, you will receive $320 for the second semester.*	

Schedule for Purchases and Reimbursements of Enrichment and Supplies		
	Purchase Window	**Reimbursement Window**
Semester One	July 1st through January 29th	September 30th through January 29th **Deadline: January 29th 4pm**
Semester Two	February 28th through May 28th	January 30th through May 28th **Deadline: May 28th 4pm**
Reimbursements will not be made for purchases that were completed prior to enrollment. Reimbursement amounts will be reduced to reflect the remaining days in the semester.		

Enrichment/Supplies Allocation Amounts by Month	
Month of Enrollment	**Funds Available**
July/August/September	$250
October	$200
November	$150

December	$100
January	$50
Second Semester	
February	$200
March	$150
April	$100
These amounts are reduced each month to reflect the shortened time left in each semester. The allocation will not be reduced after April because there are no new enrollments after April. *Examples: If you enroll in November, you will receive $150 for the first semester and $200 for the second semester. If you enroll in March, you will receive $150 for the second semester.*	

Reimbursement Requirements
To receive reimbursement, the family must use the Reimbursement Request Form and attach all receipts for each purchase. The receipts must include the following information:

- Date of purchase or activity
- Type of purchase (name of curriculum, activity, or supply)
- Vendor name
- Amount of each item and total amount
- Marked as Paid

Receipts
All receipts must be clear and easy to read, with the date of purchase clearly visible.
For handwritten receipts, please ensure they include the student's name, the date of the activity or event, and a note confirming that payment was made. Additionally, the instructor's name, company name, and contact information should be provided.

Invoices
When submitting a reimbursement invoice for an educational activity, please ensure it includes the student's name, the vendor's name, address, and contact information. The invoice must also clearly show the total amount paid, the date of the event or activity, and indicate that payment has been made. Please refer to the provided example for guidance. Invoices and receipts must be official documents made by the vendor. For an invoice example to fill in and use please see here.

We will not accept handwritten notes or email messages as proof of purchase.

If you are scanning receipts, please save them as .pdfs to ensure small file size.

Additionally, the reimbursement form will request the following information:

- Student name

- Parent/guardian name
- Parent/guardian email address
- Teacher's name
- Amount requested
- If you have Mentor teacher communication regarding curriculum choices.

Incomplete reimbursements request forms or forms with incorrect information may be delayed or not paid.

Subscription Reimbursements
Because SHAPA requires families to purchase subscriptions on their own, subscription reimbursements may fall outside the reimbursement window listed above. Subscription fees that are paid in a lump sum should be requested within the reimbursement window. Subscription fees that are paid monthly can be requested monthly, or they can be requested at the end of each semester for a lump sum reimbursement.

Siblings cannot combine funds. Individual requests must be made for each student.

Types of Payments
Reimbursements can be made by either paper check sent in the mail or direct deposit payment to your checking account.

Paper Checks
Paper checks will be made payable to the parent who submitted the receipts and will be mailed to the address on file. Parents who wish to receive paper checks are responsible for updating any address changes. The school is not liable for any paper checks that are lost in the mail or delivered to an old address. All checks will be void 90 days after the date on the check. Voided checks will not be reissued.

You may request a check reissuance. If approved, reissuance will be done via direct deposit only. Additionally, a $35 processing fee will be deducted from the reimbursement.

Direct Deposit Payments
Direct deposit payments are the most secure method of receiving a reimbursement. Parents who wish to receive a reimbursement via direct deposit must fill out the Direct Deposit form.