



# RAVEN HOMESCHOOL

## Reimbursement Instructions

### Important Dates to Remember:

- **January 31<sup>st</sup>** - Local Raven offices must receive reimbursements for all expenditures made through Dec. 31st.
- **April 30<sup>th</sup>** - Local Raven offices must receive reimbursements for all expenditures from Jan. 1st to April 30th.

**Using the Family Financial Portal:** The Family Financial Portal is a tool for families, teachers, and administrators to save, submit, and approve purchase orders, reimbursement, and pre-approval forms. It is also a way for families to view family budget data online, all in one location. The Family Financial Portal uses an easy-to-read dashboard which allows the user to view family budget information.

- To get started on using the portal, simply sign in using your family number, primary parent phone number and either your Google or Facebook credentials. This page will provide basic instructions for getting started. For step-by-step instructions see the Family Financial Portal User Guide in Brightways under the Resources tab. Brightways URL:

<https://raven.brightwayslearning.com/>

Family Number:

Primary Parent Phone Number:

Choose a login provider: Google or Facebook

Web Browser: Google Chrome works best

Web Address: <https://yksd.formed.ai/>

Click on "Parents log in here!"

### Completing the PAPER Reimbursement Form:

- **Number** your receipts to correspond to the number on the reimbursement form & fully tape them to a piece of paper
- **Date** must appear on the receipt
- **Student(s) name(s)** for which purchases are made
- **Vendor's Name/Business** must appear on the receipt
- **Description** of product or services purchased (i.e. books, paper, printer ink, music lessons etc.)
- **Course** for which the product or services were purchased
- **Dates and Times** of lessons/tutoring, your reimbursement **cannot** be processed without this information!
- **Total Cost** of product or services must appear on the receipt (**DO NOT INCLUDE SALES TAX**)
- **Total Amount Column** (Total all receipts at the bottom)
- **Attach all receipts** and submit to your **Raven teacher** for approval

>> Internet must be written on the regular Reimbursement Form <<

**Adequate proof of purchase:** Raven Homeschool requires an **itemized original receipt** as proof of purchase. Original receipts must show the total amount paid.

### The following are NOT ACCEPTABLE as proof of purchase:

- Price Tags
- Packing slips which do not show the item cost **and** method of payment
- Statements/Invoices with a balance due
- Copies of an un-validated check

### To ensure receiving your reimbursement in a timely manner:

- Confirm that lessons/tutoring are pre-approved by your contact teacher before purchase/submitting receipts
- Keep receipts in good, readable condition. Do not highlight items or write over printing.
- Write what was purchased if the receipt doesn't show a product description for an item
- Tape small receipts to a sheet of paper to avoid loss or tearing

### **ALL EXPENDITURES FOR REIMBURSEMENT MUST BE RELATED TO THE ILP REIMBURSEMENTS FOR LESSONS AND TUTORING MUST BE PRE-APPROVED**

All expenditures for reimbursement must be approved by your local Raven teacher and the administration. Purchases can be approved in advance by submitting a Pre-approval Form.

**\* YKSD will not be responsible for credit card numbers left visible. Please black out only your credit card number on your receipt.**