PARENT GUIDELINES | 2026–2027 SCHOOL YEAR

# ARTS, ATHLETICS, & ENRICHMENT (AA&E) ACTIVITIES

*The following guidelines explain AA&E program requirements, eligible expenses, funding, and how to use the Genesis Portal to request payment.*

**Definitions**

- Parent: Includes a guardian.
- Student: A child or ward enrolled in AoE Online.
- Provider: The source of an activity, including a vendor, instructor, or facility.
- Annual: Refers to either a school year or a calendar year.

## 1. AA&E Program Requirements

**Moral Code**

- Activities must comply with AoE's moral standards. Activities deemed morally objectionable under AoE policy are not eligible.

**Number of Activities**

- Every student ***must*** participate in at least one AA&E activity per semester.
- Only one activity is required, but up to three activities are allowed per semester.
- If multiple activities are selected, students may participate in only one activity in each of the three categories: arts, athletics, and enrichment.
- Two activities in the same category are allowed only if they occur consecutively, not simultaneously. (For example, a student may participate in soccer through October and then begin basketball for the remainder of the semester.)

**No-Cost Activities**

- No-cost activities meet the requirement. Students do not have to incur an expense to meet the requirement. (For example, participating in a church choir would satisfy as an arts activity.)

## 2. Providers

- Parents are responsible for communicating directly with providers for all activities.
- AoE no longer requires provider proof of a bachelor's degree or professional certification.
- AoE no longer requires a W-9 to be on file for the provider.
- AoE no longer issues 1099 forms to providers because AoE no longer pays providers directly.

## 3. Funding and Eligible Expenses

**Funding Limit**

- AoE funds for AA&E activities are limited to $1,000 per student per semester.

**Annual Memberships and Subscriptions**

- See Section 4 for details.

**Family Instructors**

- Parents or siblings may not receive payment for teaching a student.

## 4. Submitting Requests Through the Genesis Portal

- The Genesis Portal is available to parents 24 hours a day to submit new AA&E payment or reimbursement requests and supporting documentation.

### Choose the correct submission type.

**Invoice**

- Request payment in advance.
- Use an invoice to request payment from AoE **before** you pay for an AA&E activity.
- You must also submit a receipt afterward, using the original Genesis reference number for the invoice. Do not create a new request to submit a receipt for an expense that has already been funded.

**Receipt**

- Request reimbursement **after** paying for an AA&E activity.
- Use a receipt when you have already paid the expense and are requesting reimbursement from AoE.

**Important: A receipt is required in either case.**

## What documentation is required?

- Every request must include enough information for Genesis to determine the cost and duration of the activity.
    - Evidence of the provider's rate or cost per activity.
    - The total duration of the activity.
    - A written description explaining what you are requesting.
    - A written explanation of how the total cost is calculated.
- An invoice or receipt from the provider may be sufficient if it clearly includes all the above information.
- If the invoice or receipt does not, you will need to provide additional documentation, such as a screenshot of the provider's published pricing.
- Example description: "Activity A: $70 per month for four months during first semester, totaling $280."
- Use the description field in Genesis to explain the calculation of expenses.
- Providing clear details helps prevent processing delays.

## What if a provider charges monthly for an activity?

- Some providers charge monthly for a semester-long activity. You have three options for submitting receipts for an activity with monthly charges.
    - If you've initially submitted an invoice for the activity, you may submit receipts together or as installments.
        - Submit receipts together. Once a parent has paid the total of the approved funding amount (or greater), they may submit/upload all paid receipts at one time to Genesis for reimbursement.
        - Submit receipts as installments. As you incur the activity cost each month, submit that month's receipt under the original Genesis reference number. The Genesis portal tracks the installments against the prior payment.
    - Submit receipts monthly. A parent may submit/upload a separate receipt each month to Genesis throughout the semester. This reduces your need to track costs or reference numbers because each monthly request is a new request.

## How do I submit receipts for annual activities?

- An annual activity or subscription means the student will participate in the activity during both first and second semesters.
- Annual activities must follow the program rules, including the requirement that two activities in the same category occur consecutively rather than simultaneously.
- Annual expenses are processed through the program's semester-based funding system.
- Parents may choose to pay for an annual activity, membership, or subscription and submit the total cost to Genesis.

- Genesis will take the total amount submitted, divide it by two, and fund the greater of either $250 or half the total submitted.
- To request payment, parents may submit up to half of the annual cost during first semester for payment and the remaining portion or half during second semester.
- Example: If an annual activity costs $600, an invoice/receipt may be submitted during first semester to request payment/reimbursement for $300 (half the annual cost). The remaining $300 should be requested during second semester.

### What if an annual activity cost is shared among multiple students from one family?

- Parents may allocate an annual expense among their multiple students enrolled in AoE.
- Example: A $1,000 annual expense may be divided between a family's enrolled students during first semester.
- Submit a separate request for each student.
- Clearly explain in each request's description how the expense is being divided and allocated to each of the family's enrolled students.

### What if activities do not follow the school calendar?

- Some activities span different months or semesters, such as an activity running from October through March.
- These requests are processed using the program funds available to the student during the semester in which the request is submitted.
- Associated fees, such as gym child-watch or shipping fees, are allocated to the semester in which the request is submitted.

### What about activities extending into the summer months?

- AoE will no longer deduct June, July, or August from annual requests.

## 5. Payment Information

### Who will receive payment/reimbursement?

- All AA&E payments are made to the parent listed as the submitter in Genesis.
- Parent and payment details are pulled from AoE's student information system.
- Currently, AoE can designate only one parent as the primary guardian in their system.
- Before submitting a request for payment or reimbursement, check the box confirming correct parent contact info.

☐ I certify that I am the person named above and that the Name, Email Address, and Cell phone number listed are true and correct.

- Need to update info so a different parent receives payment/reimbursement?
  - Email online.secretary@mkeacademy.com and request that your information be updated.
  - Don't submit a payment or reimbursement request until that info has been updated.
  - Once the correct parent's info is in the AoE system, submit your payment/reimbursement request.

## When are payments/reimbursements processed?

- Payments follow the program's semester-based funding schedule.
- Annual expenses may be divided between first and second semesters as described above.
- Generally, a parent is able to claim payment 5-7 business days after a request has been approved. An email will arrive from checkbook.io inviting parents to claim the payment.

## Quick Reference: Before You Submit

Use this checklist to help ensure your request is ready for processing.

- Confirm that the activity meets AA&E program requirements.
- Check the available funding for the appropriate semester.
- Upload an invoice if requesting advance funding or receipt if requesting reimbursement.
- Submit all documentation, including rate of charges, activity total duration, explanation and description of cost calculation.