

GENERAL INFORMATION AND INSTRUCTIONS: Minn. Stat. 120A.22–120A.26, 121A.15 require the person in charge of providing instruction to a child to submit the information collected in this report to the superintendent of the district in which the student resides. Only schools that are **directly accredited by accrediting organizations recognized by the Minnesota Nonpublic Education Council or the Minnesota Department of Education have reduced reporting requirements (Section A only)**. All other schools – accredited by groups unrecognized by the Nonpublic Education Council or Minnesota Department of Education or unaccredited complete both Section A & B. Return to resident school district by October 1 each year or, if starting nonpublic education mid-year, as soon as possible after beginning. Do not mail to the Minnesota Department of Education.

SECTION A: TO BE COMPLETED BY ALL NONPUBLIC SCHOOLS

INSTRUCTOR(S) IDENTIFICATION INFORMATION					
Name of Person Completing This Report			Date		
Address		City	State MN	Zip Code	Telephone Number
Parent Name (if different from above)		Second Instructor Name (if applicable)			

STUDENT INFORMATION			
Please provide name, date of birth and address of each child receiving instruction. [Grade level is not required by Minnesota Statute although providing it here would assist school districts in alerting home schools to services available from the school district.]			
STUDENT'S NAME	ADDRESS	GRADE LEVEL	DATE OF BIRTH
1.			
2.			
3.			
4.			
5.			

STUDENT IMMUNIZATION INFORMATION					
Please check the appropriate statements for each student that was listed above. [Immunization forms are provided by district.]					
STUDENT #					IMMUNIZATION STATEMENTS
1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Immunization statement is attached.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Immunization statement is on file, no changes in the last year.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notarized statement that child has not been immunized because of conscientiously held beliefs is attached.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notarized statement that child has not been immunized because of conscientiously held beliefs is on file, no changes in the last year.

ACCREDITATION INFORMATION	
Is this school accredited by a Minnesota State recognized accrediting agency? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, list the name and address of the accrediting agency.)	
Agency Name:	Address:

SECTION B: TO BE COMPLETED BY NONACCREDITED SCHOOLS AND ALSO THOSE ACCREDITED SCHOOLS WHOSE ACCREDITING BODY IS NOT RECOGNIZED BY THE MN NONPUBLIC ED COUNCIL OR MN DEPT. OF ED.

INSTRUCTOR(S) QUALIFICATION INFORMATION		
Check all of the qualifications for the primary instructor and, if applicable, second instructor whose name(s) were listed above.		
QUALIFICATIONS	PRIMARY INSTRUCTOR	SECOND INSTRUCTOR
1. Instructor holds a valid MN teaching license in the field and for the grade level taught. Copy of license is attached. Copy of license is on file.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Instructor is directly supervised by a person holding a valid MN teaching license. Name of supervisor and copy of license is attached. Name of supervisor and copy of license is on file.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Instructor has successfully completed a teacher competency examination. Copy of statement of successful completion is attached. Copy of statement of successful completion is on file.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Instructor provides instruction in a school that is accredited by a state recognized accrediting agency.	<input type="checkbox"/>	<input type="checkbox"/>
5. Instructor holds a baccalaureate degree. Copy of diploma is attached. Copy of diploma is on file.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Instructor is the parent of a student who is assessed yearly on a nationally norm-referenced standardized achievement examination.	<input type="checkbox"/>	<input type="checkbox"/>

REQUIREMENT INFORMATION

NOTE: Curriculum: Instruction must be provided in at least the following subject areas:

- ∴ Basic communication skills including reading and writing, literature and fine arts
- ∴ Mathematics and science
- ∴ Social studies including history, geography and government
- ∴ Health and physical education

1. Quarterly Report Cards for Student with Parent as Instructor:

For each student instructed by a parent who meets none of the options for being a qualified instructor except for being a parent of the student, (#6 checked under "Instructor(s) Qualification Information") a quarterly report card on the achievement of the student in each required subject area must be submitted.

Indicate dates when quarterly report cards will be submitted:

1st Quarter: _____ 2nd Quarter: _____ 3rd Quarter: _____ 4th Quarter: _____

2. Annual Instructional Calendar:

Describe the school's annual instructional calendar and/or attach calendar ⇐ Calendar attached

3. Student Assessment:

A. Each year the performance of every student who is not enrolled in a public school must be assessed using a nationally norm-referenced standardized achievement examination. **The superintendent of the district in which the student receives instruction and the person in charge of the student's instruction must agree on the specific annual nationally normed examination to be used and the administration and location of the examination. Agreement on each of these areas must occur every year (though sometimes not all details will be final by October 1) and testing take place annually as agreed for the home school to be in compliance with Minnesota's compulsory instruction law.** If the results of the assessments indicate that the student's performance on the total battery score is at or below the 30th percentile or one grade level below the performance level for students of the same age, the parent shall obtain additional evaluation of the student's abilities and performance for the purpose of determining whether the student has learning problems.

Name of Examination: _____ Administrator of Examination: _____

Location of Examination: _____ Date of Examination: _____

B. Parent instructors who do not meet one of the first three requirements for being qualified as a n instructor (listed under " Instructor(s) Qualification Information") must assess the student's performance in all required subject areas not assessed by the standardized examination.

Please list the supplementary assessments or exams to be used to augment the standardized examination:

NAME OF ASSESSMENT / EXAM

DESCRIPTION

4. Documentation:

Documentation indicating that the required subject areas are in fact being taught must be made available. This documentation must include class schedules, copies of materials used for instruction and descriptions of methods used to assess student achievement.

Documentation is attached Documentation will be provided upon request

VERIFICATION OF INFORMATION

I hereby verify that the information provided above is true and correct to the best of my belief and knowledge.

Signature – Person Completing This Report

Date

NOTE: You have permission to reproduce and distribute this report from the Minnesota Department of Education. However, if the public school district or nonpublic school add reporting requirements to this form, it must be made clear that those requirements are not mandated in Minnesota Statute and may only be collected at the agreement of both the public school district and the nonpublic school.

Mail by October 1, 2009 to: Jim Brandl, Director of Community Education
15180 Canada Avenue
Rosemount, MN 55068