

Non-accredited, Nonpublic School Full Report

The person or nonpublic school in charge of providing instruction to a child must submit a Full Report to the superintendent of the school district where the child resides. ***Do NOT mail to the Minnesota Department of Education.*** Complete the information using this form or a written or electronic format of your choice.

Information in the Full Report must be submitted ***by October 1 of the first school year the child receives instruction after reaching the age of seven; within 15 days of when a parent withdraws a child from public school after age seven to provide instruction in a nonpublic school that is not accredited by a state-recognized accrediting agency; within 15 days of moving out of a district; and by October 1 after a new resident district is established.*** Submit the *Letter of Intent to Continue to Provide Instruction* by October 1 in subsequent years.

Date Report Completed:

Primary Instructor:

Full Legal Name Last:	First:	Middle:
Street Address (Not P.O. Box)		
City	State	ZIP
Home Phone (with area code)	Other Phone (with area code)	Email

Secondary Instructor, if any:

Full Legal Name Last:	First:	Middle:
Street Address (Not P.O. Box)		
City	State	ZIP
Home Phone (with area code)	Other Phone (with area code)	Email

Accreditation:

Is the nonpublic school accredited by a Minnesota state-recognized accrediting agency?

☐ Yes ☐ No

If yes, provide the name of the accrediting agency and dates for which accreditation is granted:

Evidence of Instructor Qualifications:

How is the instructor(s) qualified to instruct under Minnesota Statutes, section 120A.22, Subdivision 10? Check all that apply and attach required documentation.

- ☐ The instructor holds a current Minnesota teaching license for the field and grade level taught. (Attach copy of license.)
- ☐ The instructor is directly supervised by a licensed teacher. (Attach name of supervisor and copy of license.)
- ☐ The instructor has successfully completed a teacher competency exam. (Minnesota does not have an exam that meets this requirement so this option is not applicable.)
- ☐ The instructor holds a baccalaureate degree. (Attach a copy of diploma/degree.)
- ☐ The instructor is the parent or legal guardian of the child. (This means that unless an individual—including a grandparent or step-parent—is a licensed teacher or holds a bachelor's degree or is under the direct supervision of a Minnesota licensed teacher for each grade level and area, they may not instruct the student(s) in situations where the parent/legal guardian would be able to.)

Students:

Attach immunization records or notarized statement of conscientious objection for each student. Update immunization information when each student reaches 7th grade (age 12).

Student's full legal name	Date of Birth (mm/dd/yyyy)	Grade Level (optional)	Address	Immunization statement attached?
				☐
				☐
				☐
				☐
				☐

Important Law Changes: Maintaining and Submitting Documentation and Scores

Changes in 2011 to Minnesota's Compulsory Instruction law, Minnesota Statutes, sections 120A.24 and 120A.24 mean instructors do not need to submit calendars or report cards to superintendents.

However, state law requires instructors to maintain information on curriculum, instruction and all required testing, including annual and supplemental tests, proof of testing administration and scores. This information must be submitted to the public school when enrolling as a public school student. It also must be submitted to the county attorney if requested in cases of educational neglect.

Proposed Annual Nationally Normed Achievement Test Plan

Superintendent Must Mutually Agree

Tests are available from the Minnesota Statewide Testing Program at the University of Minnesota: 879 29th Avenue SE, Room 103, Minneapolis, Minnesota 55414; (612)626-1803.

Full Name and Level of Nationally Normed Achievement Test	To Be Administered to the Following Students in Indicated School Year (s): <i>Example: Andrea Whitefield, ITBS grade 6 for 2011-12; Morton Whitefield, ITBS grade 7 for 2011-12, grade 8 for 2012-13.</i>	Name of Test Administrator	Test Location	DISTRICT USE Superintendent agrees to this plan for the student(s) in the years specified.	DISTRICT USE Superintendent DOES NOT AGREE: contact instructor immediately
Iowa Test of Basic Skills, Grades K-2 (ITBS)				☐	☐
Iowa Tests of Basic Skills, Grades 3-8 (ITBS)				☐	☐
Iowa Tests of Educational Development, Grades 9-12 (ITED)				☐	☐
Stanford Achievement Test, Grades K-2 (SAT)				☐	☐
Stanford Achievement Test, Grades 3-8 (SAT)				☐	☐
Stanford Achievement Test, Grades 9-12 (SAT)				☐	☐
Other:				☐	☐
Other:				☐	☐
Other:				☐	☐