



Initial Registration Form for Unaccredited Nonpublic Schools (including homeschools)

The person or nonpublic school in charge of providing instruction to a child must submit an *Initial Registration Form for Unaccredited Nonpublic Schools (including homeschools)*, to the superintendent of the school district where the child resides. Please do **not** mail the registration form to the Minnesota Department of Education. Complete the information using this form or a written or electronic format of your choice. You will submit a [Letter of Intent to Continue to Provide Instruction](#) by October 1 in subsequent years.

Per [Minnesota Statutes, section 120A.24, subdivision 1](#), Information in the registration form 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 accredited agency;
- Within 15 days of moving out of a district; and,
- By October 1 after a new resident districts is established.

Instructor(s)

Primary Instructor Contact Information

Full Legal Name (Last, First, Middle)	
Street Address (No P.O. Box)	
Home Phone (Including Area Code)	
Other Phone (Including Area Code)	
Email Address	

Secondary Instructor Contact Information

Full Legal Name (Last, First, Middle)	
Street Address (No P.O. Box)	
Home Phone (Including Area Code)	
Other Phone (Including Area Code)	
Email Address	

Evidence of Instructor Qualifications

A person who is providing instruction to a child must meet at least one of the following requirements per [Minnesota Statutes, section 120A.22, subdivision 10](#):

- ☐ The instructor holds a valid Minnesota teaching license in the field and for the grade level taught. (Attach a copy of the license.)
- ☐ The instructor is directly supervised by a person holding a valid Minnesota license. (Attach a copy of the license.)
- ☐ The instructor has successfully completed a teacher competency examination.
- ☐ The instructor holds a baccalaureate degree. (Attach a copy of diploma/degree.)
- ☐ The instructor is the parent, guardian or other person having legal custody of a child who is assessed according to the procedures in [Minnesota Statutes, section 120A.22, subdivision 11](#).

Accreditation

Is the nonpublic school accredited by an accrediting agency recognized by the Minnesota Nonpublic Education Council?

If yes, please complete the table below. ☐ Yes ☐ No

Name of Accrediting Agency	Dates of Accreditation Term

Student(s)

Please complete the table below (attach additional sheets, as needed).

Student(s) Full Legal Name	Date of Birth (mm/dd/yyyy)	Address	Phone Number

Immunization Records

Per [Minnesota Statutes, section 121A.15](#), subdivision 8, please attach immunization records or notarized statement of conscientious objection for each student. Update immunization information when each student reaches 7th grade.

Proposed Annual Nationally Normed Achievement Test, Assessment or Examination Plan

Instructors and superintendent must mutually agree on the proposed annual nationally normed achievement test(s) assessment(s) or examination plan, the administration and the location of the examination. Iowa Test of Basic Skills, Iowa Tests of Education Development and Stanford Achievement Tests are available from the [University of Minnesota Statewide Testing Program](#), (612) 626-0006. High school students may also consider the [ACT](#) college admissions test.

Nationally Normed Achievement Test	Student Name	How the test will be administered and who will be the 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 (ITBS), Grades K-8					
Iowa Tests of Educational Development (ITED), Grades 9-12					
Stanford Achievement Test (SAT-10), Grades K-12					
Other:					

Maintaining and Submitting Documentation and Scores

Per [Minnesota Statutes, section 120A.24, subdivision 2](#), the person or nonpublic school in charge of providing instruction to a child must maintain documentation indicating that the subjects required in section [120A.22, subdivision 9](#), are being taught and proof that the tests under section [120A.22, subdivision 11](#), have been administered. This documentation must include class schedules, copies of materials used for instruction, and descriptions of methods used to assess student achievement.

The parent of a child who enrolls full time in public school after having been enrolled in a nonpublic school that is not accredited by a state-recognized accrediting agency must provide the enrolling public school or school district with the child's scores on any tests administered to the child under section [120A.22, subdivision 11](#), and other education-related documents the enrolling school or district requires to determine where the child is placed in school and what course requirements apply. This paragraph does not apply to a shared time student who does not seek a public school diploma.

The person or nonpublic school in charge of providing instruction to a child must make the documentation in this subdivision available to the county attorney when a case is commenced under section [120A.26, subdivision 5](#); [chapter 260C](#); or when diverted under [chapter 260A](#).

Signature

Type Name of Person Submitting this Letter: _____

Instructor Signature: _____

Date: _____

Warroad Public Schools

Together we create a future of excellence by providing a learning community that is personalized, innovative, and secure for all learners.



Withdrawal Form

Student Information	
Last Name	
First Name	
Birth Date	
Grade	
Forwarding Address	
Withdrawal Date	

Reason for Withdrawal	
Note: Transferring to another district, home school, online, charter school, etc. may affect future athletic varsity eligibility with the Minnesota State High School League.	
Transferring to another district, not moving.	<input type="checkbox"/> Please list school:
Moving out of MN.	<input type="checkbox"/> Please list school:
Moving to another MN public school district.	<input type="checkbox"/> Please list school:
Transferring to a nonpublic school (ie: homeschool)	<input type="checkbox"/> Please complete additional homeschool paperwork.
Pursuing GED	<input type="checkbox"/>
Other	<input type="checkbox"/> Please specify:

Note: School records will be sent directly to the new school upon their written request to Warroad.

Minnesota Law 120A.22 Subd. 8: withdrawal from school

Any student who is 17 years old who seeks to withdraw from school and the student's parent or guardian must:

1. Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative educational opportunities; and
2. Sign a written election to withdraw from school

I have been counseled in all educational opportunities available for my child in this district in accordance with MN Statute 120A.22 subd. 1. I understand what alternatives my child has in this district and I voluntarily choose to withdraw my child from school.

Signature (Parent/guardian or student 18 years old or older): _____ Date: _____

**Request form for
Textbooks, standardized tests, and
Individual instructional materials**

School Year Ending June 2024

The State of Minnesota has authorized local public school districts to loan textbooks, standardized tests, and individualized instructional materials to pupils attending a nonpublic school, (includes home schools), established and operating within the school district boundaries. These materials must be secular in nature, designed primarily for individual use by the pupil in a particular class or program in the school the pupil regularly attends, and must be requested by, or on behalf of, the pupil **no later than September 15, 2023**.

Please indicate, by checking the appropriate box below, whether or not you request these items this school year.

Pupil's Name: _____ Grade Level: _____

Name of School: _____

☐ I do request that textbooks, standardized tests, and individualized instructional materials be provided on loan to the above pupil this school year.

☐ I do not wish to request the loan of any materials this school year.

Verification of Use: I hereby verify that the textbooks and individualized instructional material requested are to be used by the pupil named above in a course of instruction in that pupil's elementary or secondary school.

Signature of Pupil, Parent, or Guardian

Date

Please return signed forms to the nonpublic school when completed.

**Request form for
District pupil health services**

School Year Ending June 2024

The State of Minnesota has authorized local public school districts to allow pupils attending a nonpublic school, (includes home schools), established and operating within the school district boundaries, access to the existing district Pupil Health Services program. These services must be requested by, or on behalf of, the pupil **no later than September 15, 2023**.

Please indicate, by checking the appropriate box below, whether or not you request these items this school year.

Pupil's Name: _____ Grade Level: _____

Name of School: _____

☐ I do request that the district's Pupil Health Services program be made available to the above pupil this school year.

☐ I do not wish to request Pupil Health Services this school year.

Signature of Pupil, Parent, or Guardian

Date

Please return signed forms to the nonpublic school when completed.

**Request form for
District secondary guidance/counseling services**

School Year Ending June 2024

The State of Minnesota has authorized local public school districts to allow pupils attending a nonpublic school, (includes home schools), established and operating within the school district boundaries, access to the existing district Secondary Pupil Guidance and Counseling Services program. These services must be requested by, or on behalf of, the pupil no later than September 15, 2023.

Please indicate, by checking the appropriate box below, whether or not you request these items this school year.

Pupil's Name: _____ Grade Level: _____

Name of School: _____

☐ I do request that the district's Secondary Pupil Guidance and Counseling Services program be made available to the above pupil this school year.

☐ I do not wish to request Secondary Pupil Guidance and Counseling Services this school year.

Signature of Pupil, Parent, or Guardian

Date

Please return signed forms to the nonpublic school when completed.

 DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd., Minneapolis, MN 55413	Student Report For Aids To Nonpublic Students	ED-01650-35 DUE: 10/1/2022
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General information and instructions: This form must be completed at the nonpublic school level and filed with the public school district offices coordinating the program by October 1, 2022. A copy is to be sent by the local public school district to the Minnesota Department of Education, Division of School Finance at the above address by October 15, 2022. **This form must be filled out completely to be considered valid.**

Nonpublic School Identification Information
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Nonpublic School Name:		Nonpublic School Number:	
Public School District Number:		Address of Nonpublic School:	
City:		Zip Code:	
Name of Nonpublic School Principal:		Telephone Number:	
Email Address:		Name of Nonpublic School Contact Person (if other than above):	
Telephone Number:		Email Address:	
Location at which Student Request Forms are filed (if other than above):		Name of Program Administrator in Local Public School District:	
Telephone Number:		Email Address:	

Participation of Eligible Pupils

The numbers of students reported below are based on (check one): <input type="checkbox"/> Estimated Counts <input type="checkbox"/> Actual Counts	For each Program Element in which you wish to participate, provide the number of students, by student grade level, that are eligible to receive service. To be eligible, the students must be enrolled on or before September 15, and must request (in writing) the service desired. Weight each student count as indicated and enter totals for each Program Element. If there are no requests for a service, or if a service will not be offered, please indicate nonparticipation by checking the box provided.
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Program Element	Student Grade Level	Number of Students	Weighting Factor	Weighted Total of Eligible Students
Textbooks, Individualized Instructional Materials and Standardized Tests <input type="checkbox"/> Non-participation The nonpublic school identified above does not wish to participate in this program element. <i>*All day/Every Day Only</i>	Part-time Kindergarten		X 0.5	
	Full-time Kindergarten*		x 1.0	
	1 - 6		X 1.0	
	7 - 12		X 1.0	
	Total			
Health Services <input type="checkbox"/> Non-participation The nonpublic school identified above does not wish to participate in this program element. <i>*All day/Every Day Only</i>	Part-time Kindergarten		X 0.5	
	Full-time Kindergarten*		X 1.0	
	1 - 6		X 1.0	
	7 - 12		X 1.0	
	Total			

Guidance/Counseling (Number of Participants by Grade Level)	7	8	9	10	11	12	Total: 7 - 12
<input type="checkbox"/> Non-Participation							
The nonpublic school identified above does not wish to participate in this program element.							

Certification

I hereby certify that the students reported above meet the conditions of eligibility as prescribed by Minnesota Statutes 2021, section 123B. – 123B.48 and that the above school is located within a public school district in which the public schools provide the services indicated to students of the same grade levels. All of the information provided above is true and correct to the best of my belief and knowledge.

Signature – Head of School/Responsibility

Date