



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

Print Name of Person Submitting this Letter: _____

Instructor Signature: _____

Date: _____

Standardized Assessment:

"Children who are not enrolled in a program accredited by a state recognized accrediting agency or public school "must be assessed using nationally norm-referenced standardized achievement examinations." Home schools that are accredited by a state recognized accrediting agency (Teaching Effective Academies and Character at Home or Home-Based Educators' Accrediting Association) are exempt from annual standardized testing requirements. Children scoring below the 13 percentile or one full grade below children of the same age must be evaluated for learning problems." Minn. Stat. Ann 120A.22 Subd. 11. Test results do not have to be submitted to the school district. Please check one of the following statements.

- ☐ We will NOT use Crosby-Ironton Assessment services. Tests are available from University of Minnesota Statewide Testing Program, (612)626-1803.
- ☐ We will be using Crosby-Ironton Assessment Services. Check all below that apply.

STAR Enterprise**Reading/Math**

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ 8
☐ 9
☐ 10
☐ 11

Minnesota Comprehensive**Assessment Reading and Math**

- ☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ 8
☐ 10 (reading only)
☐ 11 (math only)

Minnesota Comprehensive**Assessment Science**

- ☐ 5
☐ 8
☐ Biology

ACT EXPLORE

- ☐ 8

ACT PLAN

- ☐ 10

ACT + Writing

- ☐ 11

ASVAB

- ☐ 11

College Placement test-**ACCUPLACER**

- ☐ 10
☐ 11

Recordkeeping:

"Parents must maintain certain document at that indicates that the required subjects are being taught and proves annual tests have been administered. This documentation includes class schedules, copies of materials used for instruction, and description of method used to assess student achievement. " Minn. Stat. Ann 120A.22

Do you plan to have your child earn a C-I High School diploma? **Yes** or **No**

If you answered yes, you must provide a transcript of subjects taken with the credits and letter grades earned to the high school.

Beginning with the graduating class of 2017 and beyond, in order for C-I to accept transfer credits for graduation the student must had participated in an state accredited program. See student handbook for more information.

Transfer credits earned for Grade Point Average value (and class rank) at Crosby-Ironton High School have criteria, please see student handbook for more information.

Parent/Gaurdian Signature: _____ Date: _____

The above form will be required to be completed and returned to the school district each year your student is homeschooled. One copy per school-aged child. Make necessary copies as needed.