



COMPETENT PRIVATE INSTRUCTION HANDBOOK

(Home Schooling or Enrollment in a Non-Accredited “School”)

2009-2010

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Frequently Asked Questions

General

1. What is competent private instruction?

Competent private instruction (CPI) is private instruction provided to a child in Iowa. "Private instruction" means instruction using a plan and course of study in a setting other than a public school district or accredited nonpublic school. The CPI category includes both home schooled children and those in non-accredited nonpublic "schools." Iowa Code section 299A.1; 281-IAC chapter 31.

2. May any child receive CPI?

Generally, yes. The parent, guardian, or legal or actual custodian simply completes the Report of Competent Private Instruction (Form A – available from district of residence) and returns it to the resident district by **August 26** or within 14 days of commencing CPI.

NOTE, however, if a child has been identified as requiring special education programs or services, prior written approval must be obtained from the special education director of the Area Education Agency (AEA) in which the child resides before the child may be home schooled or enrolled in a non-accredited nonpublic "school." Iowa Code sections 299.4, 299A.9; 281-IAC rules 31.5(f), 31.10.

3. Does Form A have to be filed for a child who attends a non-accredited "school"?

Yes. Form A must be filed for each child of **compulsory attendance age** who is either home schooled or enrolled in a non-accredited nonpublic "school." Iowa Code section 299.4. **(See question #23 regarding students enrolled in a Home School Assistance Program (HSAP)).**

4. Does Form A have to be filed for a child who is younger or older than compulsory attendance age?

No. However, the fact that Form A does not have to be filed for a child younger or older than compulsory attendance age does not mean that the child cannot receive CPI. Any child who is 5 years of age by September 15 and under 21 years of age who has not completed the equivalency of graduation requirements may receive CPI. Iowa Code section 299.4; 281-IAC 31.2.

5. Is Form A (the Report of CPI) a public document?

Yes. It is a document required to be maintained by a school district and by the appropriate AEA; therefore, it is a public document. That does not mean that all of the information on the form is public information. A district may not release information to unauthorized persons about the child's immunization records, special education status, curriculum, or assessment/portfolio information without parental consent or statutory authorization. Also, a parent, guardian, or legal or actual custodian has the right to instruct the district not to release to unauthorized persons any information that is usually regarded as public information, including the child's name.

Iowa Code section 22.7(1); 20 U.S.C. section 1232g (FERPA – Family Educational Rights and Privacy Act).

6. What is compulsory attendance age?

For children who receive CPI, compulsory attendance age includes children who are 6 years old by September 15 and younger than 16. Form A (the Report of CPI) must be filed for a child of compulsory attendance age, but may be filed for a child who is 5 years old by September 15, as well as for a child who is 16 years of age or older. Iowa Code sections 299.1A, 299.4.

7. Is there a particular curriculum that must be used to provide CPI?

No, the State of Iowa does not have a mandated curriculum for students who receive CPI. The type of curriculum and instructional materials is the decision of the parent, guardian, or legal or actual custodian.

8. Are diplomas available for children who are home schooled?

The Iowa Department of Education cannot issue diplomas, and the district of residence may not be compelled to issue a diploma. There are certain state-mandated graduation requirements that must be met before a school district may issue a diploma. Physical education, U.S. history and U.S. government are current requirements, and as of the 2010-2011 school year, anyone receiving a diploma must have four credits in English/language arts, and three credits each in science, mathematics, and social studies. Families desiring a district diploma for their children are urged to contact their resident high school administrators during their child's 8th grade year to coordinate these credits.

9. May a parent, guardian, or legal or actual custodian provide CPI via a correspondence school? Yes. The curriculum can come from any source including a correspondence school. The students whose curriculum is provided by a correspondence school must be still annually assessed unless the school is accredited or the teacher providing instruction or supervision is an Iowa licensed teacher. 31.8(4), 31.9(4)

10. Are children who receive CPI exempt from the immunization requirements?

Only to the same extent that a regularly enrolled child is exempt, by filing a medical or religious exemption. To obtain the exemption form, call 888-398-9696 (toll-free) or 515-281-4938. 641. IAC 7.3

11. Are children who receive CPI exempt from the new health screening requirements?

Legislation enacted by the 2007 Iowa General Assembly requires all children under the age of 6 to have a blood lead test. Compliance with this requirement will be verified for children enrolling in kindergarten and children under the age of 6 for whom a Competent Private Instruction report form is filed. This will be done by matching the names of these children with the Iowa Department of Health's blood lead database. **The new dental screening and vision examinations do not apply to children who receive CPI.**

12. May a child who has been identified as requiring special education programs or services receive CPI?

Yes, if the special education director of the AEA in which the child resides gives prior written approval to the parent, guardian, or legal or actual custodian. Iowa Code section 299A.9; 281-IAC 31.10.

Dual Enrollment; Home School Assistance Programs (HSAP)

13. What is dual enrollment?

Dual enrollment is enrollment with a public school district of a child who is receiving CPI, usually for the purpose of attending one or more courses or extracurricular activities offered by the district. Iowa Code section 299A.8; 281-IAC 31.6.

14. May a student who is not of compulsory attendance age be dual enrolled?

Yes. A student receiving competent private instruction, who is 5 years of age by September 15 or who is under age 21 years and has not graduated from CPI, or the equivalent thereof, may be dual enrolled. Iowa Code section 257.6(1) (f).

15. In what school district activities may a dual enrolled child participate?

A child under dual enrollment may participate in academic programs or extracurricular activities on the same basis as any regularly enrolled student. A child under dual enrollment is also eligible to receive AEA services on the same basis as a regularly enrolled child. Iowa Code section 299A.8; 281-IAC 31.6.

16. May a child be dual enrolled in any school district?

No. A child may dual enroll only in his or her district of residence. However, a student may open enroll to another district and then dual enroll in the receiving district. 281-IAC rules 17.10(2), 31.6.

17. How does a child use open enrollment to dual enroll in a district other than the child's district of residence?

The parent, guardian, or legal or actual custodian just needs to follow the usual procedures of the open enrollment law – file the application with the resident district before March 1 of the preceding school year. See Open Enrollment Handbook at our web site:

<http://www.iowa.gov/educate/content/view/649/636/>

18. May a dual enrolled child take post-secondary enrollment option (PSEO) courses?

Yes, if the child is an 11th or 12th grader or is a 9th or 10th grader who is identified as Talented and Gifted by the resident district and meets all other eligibility requirements specified in rule 281-22.2.

In re Meggan Stone, 19 D.o.E. App. Dec. 104; Iowa Code section 299A.8.

19. How many courses (PSEO or those offered by the district) may a dual enrolled child take?

Declaratory Ruling #44, 5 D.o.E. App. Dec. 33, states that a parent, guardian, or legal or actual custodian may not use dual enrollment to enroll a child in all courses but one. (e.g., a child could take 5 of 7 classes via dual enrollment). Also, The PSEO program provides that a student may not enroll on a full-time basis in a post-secondary institution under PSEO. 261E7 (2).

20. What are other advantages of dual enrollment?

In addition to participation in academics and/or extracurricular activities, there are two primary advantages.

- a. The parent, guardian, or legal or actual custodian of a child who is dual enrolled shall not be required to pay the costs of the child's annual assessment. Iowa Code section 299A.8; 281-IAC 31.5(2).
- b. The district must provide available instructional materials, if the parent, guardian, or legal or actual custodian so requests, on the same basis these materials are provided to regularly enrolled children. 281- IAC 31.5(4).

21. Does dual enrollment cost a child or the child's family any money?

No. However, a district may charge a fee to a dual enrolled child if a fee also is charged for the same item or service to a regularly enrolled child. (e.g., if a district charges a school supplies fee under Iowa Code 301.1 to regularly enrolled students, that same fee may be charged to a dual enrolled student who also participates in the course or activity). Iowa Code section 299A.8.

22. What public funds does a district receive for a dual enrolled child?

If a child is dual enrolled solely to participate in extracurricular activities, the district receives one-tenth the amount of state aid it receives for a regularly enrolled child. A child dual enrolled in grades 9 – 12 for purposes other than or in addition to participation in extracurricular activities is counted by the district as a shared-time student. Iowa Code sections 299A.8, 257.6(1).

23. What is a home school assistance program (HSAP), and is a district required to have such a program?

Districts are not required to have a HSAP. If a district does have such a program, the district must employ one or more properly licensed instructors to provide instruction or instructional supervision of CPI. The instructor is required to have contact with the child and the child's parent, guardian or legal or actual custodian at least 4 times per quarter, half of which contacts must be face-to-face with the child. The instructor is also to advise the parent, guardian, or legal or actual custodian about lesson plans, instructional materials, teaching/learning techniques, evaluation of student learning, planning, etc.

REMINDER: Parents, guardian, or legal or actual custodian of children enrolled in a HSAP must also fill out Form A for each student enrolled in the Program. At a minimum, questions 1, 3 and 5 must be filled out. However, per rule 31.4(5), a district may condition participation in its HSAP on having the entire form A filled out. Iowa Code section 299.4(2); 281-IAC rules and 31.5(5).

24. What are the other benefits of enrollment in a HSAP?

Because a district that has a HSAP is employing a licensed instructor to provide or supervise CPI, a child in a HSAP is not required to be assessed annually to determine whether the child is making adequate educational progress. Also, the district must provide appropriate instructional materials, if the parent, guardian, or legal or actual guardian so requests, on the same basis these materials are provided to regularly enrolled children. 281-IAC rules 31.5(4) and 31.5(5).

25. Does dual enrollment include participation in a HSAP and vice-versa?

No. A child who receives CPI may be both dual enrolled and enrolled in a HSAP, may be enrolled in either one, or may choose not to be enrolled in either. If a district has a HSAP and the parent, guardian, or legal or actual custodian wishes to have a child enrolled in that program, the child must be specifically enrolled for that purpose. Dual enrollment alone does not automatically allow the child to participate in the HSAP.

Iowa Code section 299A.8.

26. What is the difference between dual enrollment and a HSAP?

If a child is dual enrolled, she/he may participate in all academic and extracurricular activities offered at the district on the same basis as a regularly enrolled child. A child enrolled in a HSAP must also dual enroll to be able to participate in academic and extracurricular activities. A child who is dual enrolled is required to complete an annual assessment (via standardized test, portfolio evaluation, or report card from accredited correspondence school) to show that s/he is making adequate progress, unless the child is working with a licensed instructor. A HSAP must provide a properly licensed instructor, so children enrolled in a HSAP are not required to be assessed annually. Iowa Code section 299A.8; 281-IAC 31.5(5).

27. May a child be enrolled in any school district's HSAP?

No. A child may enroll only in a home school assistance program, if available, through his or her district of residence. However, a student may open enroll to another district and then enroll in the receiving district's HSAP. 281-IAC rules 17.10(2), 31.7.

28. How does a child use open enrollment to enroll in a HSAP?

The parent, guardian, or legal or actual custodian should follow the usual procedures of the open enrollment law – file the application with the resident district before March 1 of the preceding school year. See Open Enrollment Handbook at our web site: <http://www.iowa.gov/educate/content/view/649/636/>

29. Is there any cost to a child or the child's family to participate in a HSAP?

No.

30. What public funds does a district receive for a child enrolled in a HSAP?

The district receives three-tenths the amount of state aid it receives for a regularly enrolled child. Iowa Code section 257.6(1) (a) (5), as amended by 2008 Iowa Acts, HF 2700.

31. Is there a deadline for dual enrollment and enrollment in a HSAP?

Yes. The district must be notified by the parent, guardian, or legal or actual custodian no later than September 15 of the current school year for which either or both types of enrollment are sought. If the parent, guardian, or legal or actual custodian moves into the district after September 15 or withdraws the child from the district or from an accredited nonpublic school after September 15, the deadline is no later than 14 days after either event. 281-IAC 31.6

32. May a child who is in attendance at an accredited nonpublic school be dual enrolled or enrolled in a HSAP?

No; these enrollments are available only to children who receive CPI without the involvement of a licensed Iowa teacher. Iowa Code section 299A.8.

Assessments

33. What are the annual assessment requirements?

Every child who is between the ages of 7 and 15, inclusive, of the current school year who receives CPI and who is not working with an Iowa licensed instructor must be assessed annually to make sure that adequate progress is being made. The child must be appropriately evaluated to set a baseline assessment for the first year of home schooling. This could include standardized testing, portfolio assessment, or submittal of a report card from an accredited correspondence school for purposes of fulfilling the baseline evaluation and annual assessment requirements of the law. . After the first year, the child must continue to take a standardized test, develop a portfolio, or submit a report card from an accredited correspondence school to show annual adequate progress, unless the child works with an appropriately licensed Iowa instructor. Students through grade 5 must be assessed on reading, language arts, and math. Students in grades 6 and higher must also be assessed in science and social studies. 31.8(1)

Home-schooled children subject to the testing requirement must be tested annually in these subjects even if the school district does not test its own students. National percentile ranks and national grade equivalents must be included on the score report from the test scoring service.

If a child is tested prior to his or her 7th birthday, those results may not be used as the baseline.

If the child is working with an Iowa licensed teacher who has a certificate that is appropriate for the age and grade of the child, there is not an annual assessment requirement. The teacher is responsible to monitor the child's progress. This includes students enrolled in a HSAP. Iowa Code section 299A.4; 281-IAC 31.8

34. What is adequate progress?

For students working with an Iowa licensed teacher or developing a portfolio to be evaluated by an Iowa licensed teacher, the teacher determines whether adequate progress is being made.

For all other students, the child's score on a standardized test must be above the 30th percentile, nationally normed, in ALL areas tested. In addition, if the child's evaluation results do not show that the child is at or above his/her grade level, the child must show at least six months' progress from the previous evaluation results. Iowa Code section 299A.6.

35. If a parent, guardian, or legal or actual custodian chooses to work with an Iowa licensed teacher, where can they find a willing instructor?

The parent, guardian, or legal or actual custodian should start with the local district, which may have a HSAP or know of teachers willing to work with CPI students. The parent, guardian, or legal or actual custodian may also contact www.the-niche.org or www.homeschooliowa.org or dial 1-800-723-0438 for assistance.

36. Who pays for the standardized test?

If the student is dual enrolled, there is no charge for the cost of the test. If the student is not dual enrolled, the parent, guardian, legal or actual custodian may be charged a fee. The fee may include the cost of the test materials, a prorated fee reflective of the personnel costs of administration based upon the number of students taking the test, and the cost of scoring. 281-IAC 31.5(2)

Generally, a parent, guardian, or legal or actual custodian may not administer the test to his or her own children. However, rule 31.5(2) "c" provides an exception as follows: If the parent, guardian, or legal or actual custodian purchases an approved assessment instrument from an accredited school such as Bob Jones University, and if the publisher of the test allows parent, guardian, or legal or actual custodian administration, it is ok.

37. What are the requirements of a portfolio assessment?

Contents of portfolio: The child's portfolio shall contain evidence of academic progress in the minimum curriculum areas of reading, language arts and mathematics if the child under private instruction is in grade levels 1-5. For children in grade levels 6-12, the portfolio shall contain evidence in the minimum curriculum areas of reading, language arts, mathematics, science, and social studies.

For each curriculum area, the portfolio shall include a book of lesson plans, a diary or other written record indicating the subject matter taught and activities in which the child has been engaged, and an outline of the curriculum used by the child. The portfolio may also include a list of, a reference to, or material from the textbooks and resource materials used by the student in each subject area.

The portfolio evaluator must have an Iowa-teaching certificate for the appropriate age level. The report shall be in narrative form and shall reflect the child's progress in reading, language arts, and math for students in 5th grade and below. For students in grades 6 and higher, progress shall be shown in reading or literary materials, language or written expression, math or qualitative thinking, science, and social studies. Iowa Code section 299A.4 (7); 281-IAC 31.8(3).

38. What happens if the child does not make adequate progress?

The parent, guardian, or legal or actual custodian of a child who fails to make adequate progress shall be notified that the child must be enrolled in an accredited nonpublic school or in the resident school district, unless the Iowa Department of Education grants permission to continue CPI under an approved remediation plan. Iowa Code sections 299A.6 and 299A.7.

39. If a child is beyond compulsory attendance age, is an annual assessment required?

No. The annual assessment is required of every child between the ages of 7 and 15, inclusive, unless also requested by a parent, guardian, or legal or actual custodian for a child who is beyond compulsory attendance age. If the child is dual enrolled or enrolled in a district's HSAP, there is no cost to the parent, guardian, or legal or actual custodian for the test itself. There may be a cost for administration and scoring if the test is not administered at the place and during the time set for testing of other students. Iowa Code section 299A.4; 281-IAC 31.8

Special Education

- 40. May a student who has been identified as requiring special education and whose parent, guardian, or legal or actual custodian has received written permission from the AEA special education director to provide competent private instruction (CPI) for the student receive special education services from the AEA and district of residence?**

Yes, if the parent, guardian, or legal or actual custodian dually enrolls the student in the district of residence, the student shall receive special education services to the same extent that a regularly enrolled child does. Diagnostic evaluations are to be provided to all children, regardless of enrollment status. Iowa Code sections 256.12(2); 299A.8.

- 41. May a district require a child who has been identified as eligible for special education services who receives CPI and who is dual enrolled to come to the public school premises to receive such services?**

Effective July 1, 2006, Iowa Code section 256.12(2) states as follows: "special education support, and related services provided by area education agencies for the purpose of identifying children with disabilities, assistance with physical and communication needs of students with physical disabilities, and services of an educational interpreter may be provided on nonpublic school premises with the permission of the lawful custodian of the property. Other special education services may be provided on nonpublic school premises at the discretion of the school district or area education agency provider of the service and with the permission of the lawful custodian of the property." Therefore, a district or AEA may provide special education services to such a child either at the public school or at an accredited nonpublic school. The choice belongs to the district or AEA.

- 42. Under what circumstances special education services to a student who receives CPI may be terminated?**

As with any student, such services may be terminated in the event the IEP team determines that the services are no longer needed/appropriate. In addition, they may be terminated if the parent, guardian, or legal or actual custodian of the student refuses to continue to dually enroll the child. 281-IAC 41.303-.305.

Summary of Responsibilities

Parent, Guardian, or Legal or Actual Custodian Responsibilities

- 1) Parent, guardian, or legal or actual custodian must submit Form A to the district of residence for each child by **August 26**, or within 14 days of removing the child from school, or within 14 days of moving into the district. Proof of immunization* is also required of all children receiving CPI, including those enrolled in a HASP. If a child requires special education services, the Director of Special Education at the AEA must pre-approve CPI for the child. 281-IAC 31.2(1)
- 2) If a parent, guardian, or legal or actual custodian desires dual enrollment for a child, they must let district of residence know by September 15th. The only exception is for parents, guardians, or legal, or actual custodians who moved into the district or removed from school after September 15th. If the parents, guardians, or legal or actual custodians moved or removed the child from school after September 15th, they will have 14 calendar days to request dual enrollment. **It is important for families to know that the deadline is imposed for funding purposes, and that actually waiting to sign up for dual enrollment close to the deadline may mean that a desired class is full. Families are urged to let districts know as soon as practical if they want the dual enrollment option.**
- 3) Teach the children themselves or obtain an appropriately licensed Iowa teacher to teach or supervise. 281-IAC 31.2(1)
- 4) If the parent, guardian, or legal or actual custodian is teaching the child and is not an Iowa licensed teacher or working with an Iowa licensed teacher and the child is between the ages of 7 and 15, inclusive, he/she must arrange baseline testing the first year [using an assessment listed in 281- IAC 31.8(1)] and an annual assessment each subsequent year (standardized test, accredited correspondence school report card, or portfolio). This assessment will need to be taken by May 1 of each year. The local public school will contact parents, guardians, or legal or actual custodians of testing dates and times. A list of acceptable annual assessments is on page 17 and on the website at http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=301&Itemid=1335 . 281-IAC 31.8(1)
- 5) Parents, guardians, or legal or actual custodians must send a written request to the Department of Education if the family would like the child to take a standardized test other than one of those listed in this document. 281-IAC 31.8 (2)
- 6) If filing Form A for the 1st time, attach immunization information. (Proof of immunization is required of all children receiving CPI, including those enrolled in a HSAP)
- 7) If open enrollment is desired, the family must file the proper documents with the resident district. The deadline is March 1st. Please contact your resident district for forms.

School Responsibilities

- 1) Make Form A available to parents, guardians, or legal or actual custodians wishing to provide CPI for their children.
- 2) Receive completed copies of Form A, check for completeness, record the date when received by the district, keep a copy in the district's file, and send a copy to the AEA. 281-IAC 31.5(1) (Proof of immunization should be collected for all students receiving CPI, even those enrolled in a HSAP)
- 3) Call the Bureau of Practitioner Preparation and Licensure (515- 281-3245) or access www.boee.iowa.gov to check licensure of all persons listed in Item 6 on Form A.
- 4) If a parent, guardian, or legal or actual custodian indicates that the child requires special education make sure that your AEA or district special education director knows and has granted approval.
- 5) If parents, guardians, or legal or actual custodians request to dual enroll students before September 15, 14 calendar days after moving, or withdrawing from school: 281-IAC 31.6
 - Provide available textbooks and materials (**see note #12 below on instructional materials on page 11**)
 - Provide the standardized test free of charge if needed.
 - Dual enrolled students may also be enrolled in a home school assistance program.
 - If the home school student is dual enrolled in a class or activity that charges a fee for regularly enrolled students, that fee may be charged to dual enrolled students. 281-IAC 31.5(4)
- 6) FERPA. A form has been included [in this handbook](#), which shall be sent to the parents, guardians, or legal or actual custodians of all students who receive CPI and who are dual enrolled or enrolled in the district's HSAP. Districts shall customize the letter to include what the district has determined to be directory information and the contact in the district for FERPA. (This form may be given to parents, guardians, or legal or actual custodians at the same time as Form A.)

- a. Notice to Parents, Guardians, or Legal or Actual Custodians. Parents, guardians, or legal or actual custodians of students who receive competent private instruction (CPI) must be given the same FERPA notice about “directory information” that is given to parents, guardians, or legal or actual custodians of regularly enrolled students.

The notice in question is the one that informs families of the following: (1) what the district considers to be included in “directory information” and (2) that the parent, guardian, or legal or actual custodian has the chance to opt out of having their child’s directory information, or parts thereof, released without prior consent.

- b. Disclosure of Information. A district that receives a request for information contained in Form A regarding a CPI student should release the directory information about the student unless the parent, guardian, or legal or actual custodian after having been given the annual required notice, has informed the district not to do so without prior parental consent. By board policy, each district should have a definition of directory information. Typically, it includes the student’s name, address, date of birth, grade level, dates of enrollment, and involvement in extracurricular activities. However, a district is free to exclude any of these from its definition of directory information.

The confidential information on Form A includes (in the order in which it appears on the most recent version of that form) the following:

- a) immunization information,
- b) special education status,
- c) instructional program information,
- d) all information about a licensed teacher who is providing or supervising the instruction, and
- e) all assessment/portfolio information.

- 7) **Annual Assessment. The district must provide notification to parents, guardians, or legal or actual custodians of testing times and sites by October 1 if the child is between the ages of 7 and 15, inclusive, of the current school year and is not working with an Iowa licensed teacher. (See the sample notification form [in this handbook.](#))**

- 8) If the school district provides a home school assistance program it will:

- Provide textbooks and materials on the same basis as other students (**see note #12 below on instructional materials**).
- Employ a properly licensed teacher to provide or supervise instruction. The teacher may not work with more than 20 families or 40 children, unless a request to exceed these limits has been approved by the Department of Education.
- Provide students with the elements of the home school assistance program defined by the school.
- Provide evaluation of the students as defined by the school.
- Have families fill out Form A ## 1, 3, and 5 unless the district conditions participation on filling out the entire Form A. (Students enrolled in a home school assistance program may also be dual enrolled.)

281-IAC 31.5(5)

- 9) Districts shall report to the Department of Education by June 30th the names of all resident home school children that are subject to take an annual assessment and what form of assessment has been chosen.
- 10) If the student scores at the 30th percentile or below or does not make 6 months progress, send Form C-1 with the test scores to the Department of Education by June 30 (Page 22). 281-IAC 31.5 (If students are working with an Iowa licensed teacher and take a standardized test, the scores are not required to be reported to the Department of Education.)
- 11) When a parent, guardian, or legal or actual custodian requests an assessment from the list that the district does not offer, the district may request the AEA to administer the test or call AEA 9 to order a copy. (319) 359-1371

12) Notes regarding instructional materials:

- **NEVER give monetary payments directly or indirectly to the parent/guardian/legal or actual custodian of a student who receives CPI.**
- **DE administrative rule 281-31.5(4) (b) states that these materials are to be provided to CPI students who dual enroll or are in HSAP “on the same basis” as they are provided to your regularly enrolled students. This means that the district has the final say about the materials it provides and is the ultimate owner of the materials.**
- **In all cases, texts and materials (unless of a consumable nature) come back to the district at the end of the school year.**
- **NEVER consent to provide religious materials, as these are not appropriate for use with the regularly enrolled population.**
- **Instructional material does not mean teachers’ manuals or tests.**
- **The district is spending public funds; therefore, it is the final decision-maker as to what is appropriate.**

- 13) Contact the county attorney regarding any of the following:
- Instructors in non-accredited “school” in the district are not Iowa licensed teachers.
 - Parent, guardians, or legal or actual custodians have not filed Form A on time.
 - Parents, guardians, or legal or actual custodians have filed Form A, but did not fill out all of the required parts (items 1-6), or refused to sign Form A.
 - Parents, guardians, or legal or actual custodians refuse to cooperate with annual assessment when testing is required.
 - Report noncompliance of the compulsory attendance law and rules. 281-IAC 31.5(1)

AEA Responsibilities

- 1) Receive annual competent private instruction notification from each district in the AEA. 281-IAC 31.5(1)
- 2) If a home school student is identified as a special education student and will be receiving Competent Private Instruction, the AEA special education director must give prior approval.
281-IAC 31.10
- 3) Provide standardized testing for student, when requested by school district. 281-IAC 31.5(2) AEA 9 has some of the tests available. They may be ordered by calling AEA 9 at (563) 359-1371.

Department of Education Responsibilities

- 1) Develop annual competent private instruction notification form and send to school districts.
281-IAC 31.5(1)
- 2) Receive Form C-1 from school districts as of June 30 each year and develop list of students from whom evaluation data is expected by June 30. 281-IAC 31.5(1)
- 3) Receive copies of annual standardized test, portfolio evaluation, or accredited correspondence report card on students requiring an annual assessment by June 30 if the assessment shows that the student is not making adequate progress. 281-IAC 31.8 (2)(3)(4)
- 4) Notify parent/guardian/legal or actual custodian of the student when the student does not make adequate progress and must attend an Iowa accredited school, unless approval for competent private instruction under a remediation plan is granted. Iowa Code Section 299A.7

Competent Private Instruction: Timelines / Procedures

(This information is based on excerpts from Iowa Code Chapter 299A and 281 – IAC Chapter 31)

<p>By August 26 OR within 14 days of removal of student from accredited school or moving into the district.</p>	<p>Parent, guardian, or legal or actual custodian submits annual notification form to resident school district.</p> <ul style="list-style-type: none"> • Report must be made on form provided annually by the Department of Education. • School shall inform the parents/guardians/legal or actual custodians about FERPA. (Link to Form) This may be done when the district informs parents/guardians/legal or actual custodians of regularly enrolled students.
<p>By September 15 if residing in the district OR Within 14 days after moving into the district OR Within 14 days of removing the child from an accredited school</p> <p>NOTE: Districts may lawfully refuse to enroll a CPI student in a class even if the dual enrollment request is timely if the class has been meeting for several school days and it would be unreasonable to expect the instructor to accommodate a late entry.</p>	<p>Deadline for parent, guardian, or legal or actual custodian to request dual enrollment or home school assistance program from the school district.</p> <p>School district is not required to provide a home school assistance program.</p>
<p>By October 1</p>	<p>School district notifies parent/guardian/legal or actual custodian of time and dates standardized tests will be given. (Link to Form)</p>
<p>By May 1</p>	<p>Deadline for conducting annual assessment (standardized test or portfolio evaluation).</p> <p>Applies to students who are not taught or supervised by an appropriately licensed Iowa teacher or not taught by parent, guardian, or legal or actual custodian who is an Iowa licensed teacher or not enrolled in a private school accredited by a regional or national accrediting organization.</p>
<p>By June 30</p>	<p>School District sends to the Department of Education the names of all resident children who are subject to an annual assessment and what form of assessment has been chosen by the child's parent, guardian, or legal or actual custodian.</p>
<p>By June 30</p> <p>Note: Districts shall not report test scores to the Department of Education for students who are served by licensed teachers or who were less than age 7 on September 15 or greater than age 16 of the current school year.</p>	<p>Deadline for parents, guardians, or legal or actual custodians to report results of standardized tests, portfolio evaluations, accredited correspondence report card to the resident district. Standardized test scores should show the national percentile rank and national grade equivalent.</p> <ul style="list-style-type: none"> • Districts shall submit Form C-1 to the Department of Education if the child is at the 30th percentile or below on the annual assessment. (Link to Form)

FORM A**(Completed by the Parent, Guardian, or Legal or Actual Custodian)**

Date when returned _____

Competent Private Instruction Report
Iowa Code section 299.4
2009-2010 School Year

Required information: See instructions before completing.

The following information is required in accordance with Iowa Code section 299.4. Parent, guardian, or legal or actual custodian must submit this report in duplicate to the school district of residence. This report is required if the student is 6 years old on or before September 15 and not yet 16 years old and does not attend an Iowa public or accredited nonpublic school. **Return this form to the school district secretary by August 26 or within 14 calendar days of removing the student from a public or accredited nonpublic school or 14 calendar days from moving into the school district.** (If you are enrolled in a home school assistance program, please notify the district if you plan to dual enroll.)

- 1) Child and Family Information: (Name and birth date of child under competent private instruction.)

Name:	Birth Date:

- 2) Name and address of person filing report. (Please check the appropriate box after "name")

Name:	Parent	Guardian	Legal or Actual Custodian
Address:	City, Zip:		
Phone # (optional)			

- 3) Immunization Evidence: If filing Form A for the 1st time, attach immunization information.
-
- (Proof of immunization is required of all children receiving CPI, including those enrolled in a HSAP)

- 4) Instructional Program Information:

Outline the course of study on a separate page(s). Attach lesson plans on separate page(s).

Subject:	Text, Publisher, and Author:	Time Spent:
-----------------	-------------------------------------	--------------------

- 5) List number of days of instruction under competent private instruction _____
-
- (Must be at least 148 days per academic year, Iowa Code section 299A.1).

- 6) If an appropriately licensed Iowa teacher will provide or supervise the parent, guardian, or legal or actual custodian in providing the instruction, give the teacher's name and folder number.

Name:	Teacher Folder Number:
Address:	Teacher signature- (optional):
City, State / Zip:	Phone Number- (optional):

- 7) If an Iowa licensed teacher is not providing instruction or supervising, the parent, guardian, or legal or actual custodian providing instruction to the child must take an annual assessment. (Please see the acceptable annual assessments listed in this handbook, page 18). The school district will notify parents, guardians, or legal or actual custodians by October 1st of testing dates.)

Parent / Guardian / Legal or Actual Custodian Signature:

The Following Information is Optional....

**However, if you want your child to access special education programs or services,
Or if your child plans to participate in any academic or extracurricular activities at your local school district,
Or if you wish to have your child's annual assessment provided at no charge,
complete the following:**

8) **Is the child currently identified as a child requiring special education pursuant to the rules of special education? (281-31.2(1)"b" (2). ___ Yes ___ No**

If the child is currently identified as a child requiring special education, prior approval must be sought from the special education director at the Area Education Agency before the child may receive Competent Private Instruction in Iowa. Iowa Code section 299A.9

9) **Do you desire dual enrollment in the public school for the child under competent private instruction?
Yes ___ No ___ (If no, skip to #10.)**

A. Dual enrollment is desired for:

**B. Academic ___ Extra-curricular activities ___ Testing ___ Special Education ___
(Check all that apply)**

C. Grade Level for the 2009-2010 school year _____

D. Subjects or Activities you wish your child to dual enroll in:

1st Semester:	2nd Semester:

10) **Do you desire to enroll in a Home School Assistance Program if offered? Yes ___ No ___**

Deadline for dual enrollment and/or Home School Assistance Program is September 15th, within 14 calendar days after moving to the district, or within 14 calendar days after removing the child from school.

Note: Due to the restrictions as to the number of students who may be served in a Home School Assistance Program, timely filed requests may be denied if the program already serves 20 families or 40 students per teacher. 281-IAC 31.4(4)

Note: Dual enrollment information from page 13.

Instructions for Form A

Parents, guardians, or legal or actual custodians with children under competent private instruction need to submit two copies of Form A to the local public school district. After the school district receives and checks the form for completion, one copy of the form should be filed with the local district and the other copy the district sends to the secretary of the AEA. **DO NOT SEND A COPY TO THE Department of Education. NOTE: If you change your district of residence during the school year, you must also complete this form for your new district of residence.**

The due date is **August 26** or no more than 14 calendar days after the child has been removed from an Iowa accredited school or after moving into the district.

The form is designed to allow the parent, guardian, or legal or actual custodian to provide the required information, items 1-6. Items 7 and 8 are informational. Items 9 and 10 are optional. **If you plan to dual enroll your child in a academic course or extracurricular activity, complete item 9. (See the timeline ([Link to Timeline](#)) for an explanation of the dual enrollment deadline.)**

Items 1 & 2: All information must be supplied. Only one child per form.

Item 3: If filing Form A for the first time, attach immunization evidence. A child who begins home schooling/competent private instruction for the first time in Iowa (including children enrolled in a HSAP) must have received the required immunizations unless parents, guardians, or legal or actual custodians file a doctor's statement or an affidavit of religious exemption as outlined in section 139A.8, Code of Iowa. For exemption forms, please call 1-888-398-9696.

Item 4: List the subjects taught, the texts used, the text publisher or author, and the amount of time spent on each subject listed. Parents, guardians, or legal or actual custodians need to attach the course of study information separately. Lesson plans may be accepted for the entire year or for shorter periods of time. The lessons should show evidence of planning.

Item 5: The number listed must be at least 148 school days. Exception: If a child was enrolled in a public or accredited nonpublic school during the current academic year, then switched to home schooling, the number on this line may be the number of days remaining of the 148 school days after subtracting the number of days the child was in attendance in the school.

Item 6: In some situations, a person other than the child's parent, guardian, or legal or actual custodian either provides or supervises the instruction for the child. This person must hold a valid Iowa-teaching license appropriate to the age and grade of the child. The teacher's name, address, and folder number must be provided in this item. The school district will check the licensure of this person by contacting the Bureau of Practitioner Preparation and Licensure, Iowa Department of Education at the following website www.boee.iowa.gov or by calling (1-515-281-3245). An elementary classroom teacher license is appropriate for teaching or supervising home schooling in grades K-6; a middle school or secondary license is appropriate for grades 5-8, and a secondary classroom teacher license is appropriate for grades 7-12. If item 6 is blank, and the child is between the ages of 7 and 15, inclusive, during the current school year, the child is subject to the baseline testing/annual assessment requirement. (If parent/guardian/legal or actual custodian is a licensed teacher or working with a licensed teacher who holds a license appropriate to the age and grade of the child or if the child is enrolled in a private school accredited by a regional or national accrediting organization, the child is not required to take an annual assessment. A courtesy test may be requested, see note in item number 7.)

Item 7: Children receiving competent private instruction are subject to the assessment requirement if they fit both of these criteria:

1. AGE--the child is between the ages of 7 and 15, inclusive, of the current school year.
2. TEACHER--the child's instruction is not provided or supervised by a person holding a valid Iowa teacher license appropriate to the age and grade of the child.

All children fitting both criteria must have a baseline test in their first year of home schooling. Each year after the baseline test, as long as they still fit both criteria, they need an annual assessment of educational progress, which may be conducted using standardized testing, portfolio assessment, or a report card from an accredited correspondence school. Children under or over the age limits by September 15 are not subject to the annual assessment. Likewise, if an appropriately licensed Iowa teacher provides or supervises a parent, guardian, or legal or actual custodian in providing the child's instruction, the child is not subject to assessment, regardless of age.

Subjects that must be assessed:

- -For children up through grade 5: Reading, Language Arts, and Mathematics:
- -For children in grades 6-12: Reading, Language Arts, Mathematics, Science, and Social Studies.

Home-schooled children subject to the testing requirement must be tested annually in these subjects even if the school district does not test its own students. National percentile ranks and national grade equivalents must be included on the score report from the test scoring service.

A detailed list of tests is [in this handbook](#) and also on the website located at http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=301&Itemid=1335

Schools or AEAs providing the testing should attempt to accommodate these preferences. Schools may provide the testing themselves or may delegate it to the AEA. Schools should notify parents, guardians, or legal or actual custodians by October 1 of the dates, sites, and time of testing. If parents, guardians, or legal or actual custodians of a dual enrolled student subject to the assessment requirement request testing in their home, it must be provided at that site. If a portfolio is used as an annual assessment, the parent, guardian, or legal or actual custodian identifies the licensed teacher to evaluate the portfolio. The deadline for completing assessments is May 1st of each year and the test administrator or portfolio evaluator must send a copy of the results to the parents, guardians, legal or actual custodians, and the school district by June 30. An evaluator holding an elementary teaching license is appropriate for evaluating a portfolio for students in grades K-6, a middle school license for grades 5-8, and a secondary classroom teacher license is appropriate for grades 7-12. 281-IAC 31.8(3)

Special note about “courtesy testing.” Occasionally, parents, guardians, or legal or actual custodians of children who are not subject to the baseline/annual assessment requirement may want their child tested anyway. As when an annual assessment is required, if the child is not dual enrolled, the parents, guardians, or legal or actual custodians pay the costs. If the child is dual enrolled, the school or AEA must provide the testing free, but need not provide a test, testing time, or testing site other than the one(s) established by the school for its regular enrollees.

Item 8: A child of compulsory attendance age, who is identified as requiring special education under chapter 256B and is receiving Competent Private Instruction, is eligible for placement under Competent Private Instruction with prior approval of the placement by the director of special education of the area education agency of the child's district of residence. It is the duty of the parent, guardian, or legal or actual custodian to send a copy of Form A to the school district and the Area Education Agency Director of Special Education for approval. Iowa Code section 299A.9

Note: In order for a child who receives CPI to receive special education services, the child must be dual enrolled. (See Item 9)

Item numbers 9 and 10 are optional.

Item 9: Dual enrolled students may participate in coursework or activities on the same basis as regularly enrolled students. This item is required if parents, guardians, or legal or actual custodians wish to have their children participate in an academic course, extra curricular activity, or to have the standardized test paid for by the district. Dual enrollment is also required if the child is to receive special education programs or services. If parents, guardians, or legal or actual custodians want their child dual enrolled in a course or activity the course or activities need to be listed. Districts need to develop procedures to ensure that dual enrolled students and their parents, guardians, or legal or actual custodians are given adequate notice of the time and place of the activities they have chosen. The deadline for dual enrollment is September 15 if the parents, guardians, or legal or actual custodians begin CPI at the start of the school year, 14 calendar days after moving, or 14 calendar days after withdrawing from school. **The district may deny dual enrollment if the request is after the deadline.**

Item 10: School districts are not required to offer a home school assistance program. If your local school district has a program, students will be supervised by a licensed teacher that is hired by the school district. To participate in courses or activities that are offered by the school, the child must be dual enrolled. (This item is designed to help districts determine if they need to start a program.)

SCHOOLS-Please give parents, guardians, or legal or actual custodians the FERPA (page 20) notification letter when a Form A is requested. Districts shall determine what directory information is and who the local contact is. When the parent, guardian, or legal or actual custodian gives “opt out” instructions to the school, the AEA’s have requested that the LEA send a copy to them.

PARENTS/GUARDIANS/LEGAL or ACTUAL CUSTODIANS-Please review the FERPA form and return to the school.

Acceptable Tests for Baseline and Annual Assessment Requirements

SCHOOLS: Duplicate and include with the annual assessment letter sent to parents, guardians, or legal or actual custodians.

PARENTS/GUARDIANS/LEGAL or ACTUAL CUSTODIANS: Refer to this list when choosing a standardized test to fulfill the baseline or annual assessment requirements.

Any test listed below may be used to fulfill the baseline and annual assessment requirements, provided that the copyright date of the test publisher's published national norms used for the test results to be reported is no older than 2000. The forms or editions listed below conform to this rule [281 IAC 31.8(2)]. Parents, guardians, or legal or actual custodians wishing to use a test or edition not in conformance must request and obtain permission in advance from the Director of the Department of Education.

1. Terra Nova, The Second Edition CAT(also referred to as CAT/6), Forms C and D (2000 norms) CTB McGraw Hill
Reading: K.0-12.9 Language: K.0-12.9
Science: K.0-12.9 Social Studies: K.0-12.9
Mathematics Composite: K.0-12.9
2. Iowa Tests of Basic Skills (ITBS); Forms A & B (2000 norms), The Riverside Publishing Company
Reading: K.8- 9.9 Language: K. 1-9.9
Science: 1.7- 9.9 Social Studies: 1.7-9.9
Mathematics Composite: K.1-9.9
3. Iowa Tests of Education Development (ITED); Forms A & B (2000 norms), The Riverside Publishing Company
Written Expression: 9.0-12.9 Quantitative Thinking: 9.0-12.9
Social Studies: 9.0-12.9 Natural Science: 9.0-12.9
Literary Materials: 9.0-12.9 Vocabulary: 9.0-12.9
Sources of Information: 9.0-12.9
4. Metropolitan Achievement Test (MAT); 8th Edition (2000 norms), Harcourt Educational Measurement
Reading: K.0-12.9 Language: K.0-12.9
Science: 1.5-12.9 Social Studies: 1.5-12.9
Mathematics Composite: K.0-12.9
5. Stanford Achievement Test; 10th Edition (2002 norms), Harcourt Brace Educational Measurement
Reading: K.0-12.9 (Abbrev: 1.5-12.9) Language: 1.5-12.9
Science: 3.5-12.9 Social Studies: 3.5-12.9
Mathematics Composite: 1.5-9.9

In the event that the parent, guardian, or legal or actual custodian of a child under competent private instruction and subject to the annual assessment requirement wishes to have the child take a standardized test not listed above, the parent, guardian, or legal or actual custodian shall request prior permission of the Director of the Department of Education to use a different test. 281-IAC 31.8(2)

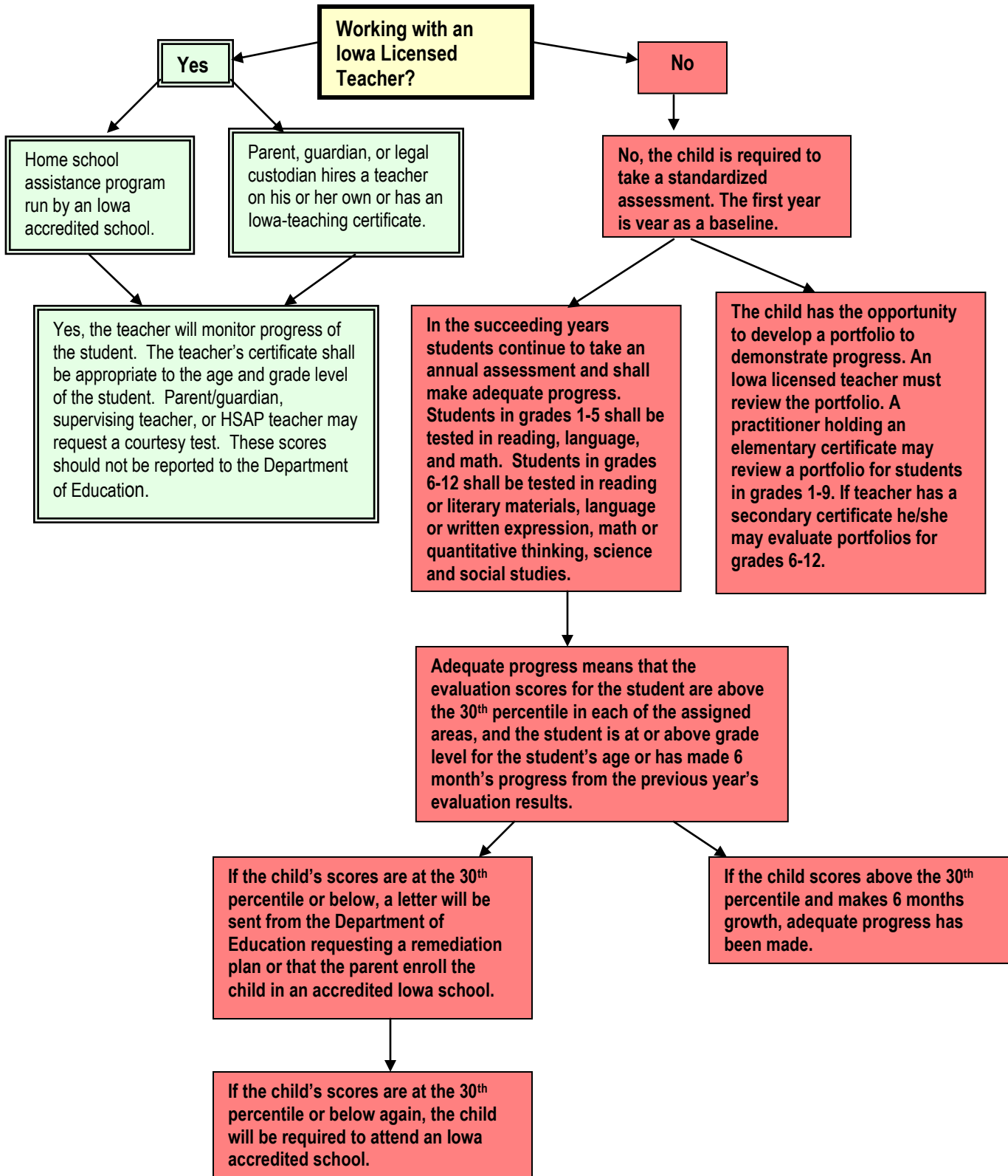
Send requests to:

Elizabeth Calhoun (elizabeth.calhoun@iowa.gov)

Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, Iowa 50319-0146

Annual Assessment Flowchart 281-IAC 31.8

If your child is receiving competent private instruction in Iowa there are four choices for assessment: Licensed teacher, Standardized Test, Accredited Correspondence School, or Portfolio. The following chart helps to explain the assessment options.



(Sent to Parent, guardian, or legal or actual custodian by the School District)

FERPA Parent, Guardian, or Legal or Actual Custodian Notification Form

Dear Parent/Guardian/Legal or Actual Custodian:

Enclosed/attached is an annual notice of the rights you and your child have with respect to your child's education records.

This notice is being provided to you because Form A (the Report of Competent Private Instruction), which you are required to file annually, is a public document and constitutes an educational record. Of course, not all of the information on Form A is public information. The information on Form A that is confidential and will not be released without proper consent or statutory authorization includes (in the order in which it appears on our most recent version of that form) the following:

- a. immunization information,
- b. special education status,
- c. instructional program information,
- d. number of days under CPI,
- e. all information about a licensed teacher who is providing or supervising the instruction, and
- f. all assessment/portfolio information.

Unless you notify us to the contrary, our district will release, upon request, the following "directory information" about your child:

- Student's name
- Address
- Telephone listing
- Whether student is dual enrolled or enrolled in home school assistance program
- Extracurricular activities (if applicable)

If you do not want all or some of the above information released, provide written instructions to:

_____ (Print name of district contact person) (email if available)

_____ (Mailing address)

If you have any questions about this notice, call the district contact person _____ (Phone Number)

(Sent by the School to the Parent, Guardian, or Legal or Actual Custodian)

Notification to parents, guardians, or legal or actual custodians about the Annual Assessment

Dear Parent/Guardian/Legal or Actual Custodian:

According to Form A, you do not have an Iowa licensed teacher providing instruction or supervising your program of instruction and your child is between the ages of 7 and 15, inclusive, during the current school year. As a result your child must take an annual assessment. Parents, guardians, or legal or actual custodians have the choice of standardized test, portfolio, or report card from accredited correspondence school. Thereafter, an assessment, either a standardized test or a portfolio evaluation, is required annually. Please complete the standardized test or portfolio portion and return this form to the school.

Standardized Test

- 1. Please check one.

_____ Baseline, A "Baseline test" is required the first year of home schooling for all children subject to the annual assessment requirement who are between the ages of 7 and 15, inclusive.

_____ Annual assessment

- 2. Grade level of child for the 2009-2010 school year _____
- 3. Who do you want to administer the test?

School District _____ Area Education Agency _____ Nonpublic school _____

(Parents/Guardians/Legal or Actual Custodians who have their children tested by a nonpublic school need only report the required test scores along with test administration certification to the state. May 1 is the deadline to take the test. June 30 is the deadline to report the results to the state. Please skip to question 5.)

- 4. Below is listed the test and date of the annual assessment that the district will be offering. If your child will be taking this test please check.

_____ Test _____ (Completed by the School)

Date _____ (Completed by the School)

If you want a different test to be administered the cost may be higher. Please check with the undersigned for the costs, dates and times.

- 5. Student's name, Parent/guardian/legal or actual custodian, address, and telephone number:

_____ (Student's name and Parent/guardian/legal or actual custodian's name) _____ (Phone number-optional)

_____ (Address) _____ (City/State/ZIP)

Note: If the child has been dual enrolled and is taking a standardized test there will not be a cost for the administration of the test. If the child has not been dual enrolled there will be a cost to administer the test. The costs may include cost of the test and an hourly rate for the test administrator.

Portfolio Evaluation (The parent, guardian, or legal or actual custodian is responsible for finding a portfolio evaluator.)

Indicate the licensed Iowa teacher's name, folder number, and address below that will be the portfolio evaluator.

_____ (Name) _____ (Teacher folder number) _____ (Phone number-optional)

_____ (Address) _____ (City/State/ZIP)

District Contact
(Name, Address, and Phone number)

Area Education Agency Contact
(Name, Address, and Phone number)

FORM C-1 Home School Pupil Progress Form (Completed by the School District)

DUE: June 30

Complete this form only for each student between the ages of 7 and 15, inclusive, during the current school year and has a national percentile rank of 30 or below in any one of the test areas indicated OR who has less than 6 months progress on national grade equivalent from one year to another. **A copy of the test results, portfolio assessment report, or accredited correspondence school report card must be attached to this form.**

Student Name:	Last:	First:	Middle Initial:
District:	Name:	Co. Dist. #	
Parent/Guardian/Legal or Actual Custodian Name:	Last:	First:	Middle Initial:
Parent/Guardian Legal or Actual Custodian Address	Street or P.O. Box:	City:	Zip Code:
Child I.D.#		Date of Birth (MM/DD/YYYY)	Grade
			Test Session-Fall, Winter, Spring
Test Name:			
Test Area Score Total		National Percentage Rank:	National Grade Equivalent:
Reading			
Total:		%	
Language Arts			
Total:		%	
Math			
Total:		%	
Science (Grades 6-12)			
Total:		%	
Social Studies (Grades 6-12)			
Total:		%	

If using accredited correspondence school report card enter correspondence school name and attach report card. 281-IAC 31.8(4)	
If using a portfolio assessment enter portfolio review name and folder number and attach assessment report. 281-IAC 31.8(3)	

Please return this form to:
Elizabeth Calhoun
<mailto:elizabeth.calhoun@iowa.gov>
 Iowa Department of Education
 Grimes State Office Building
 400 E 14th St
 Des Moines, Iowa 50319 0146

Instruction for Form C-1

- 1) Complete a copy of C-1 for students between the ages of 7 and 15, inclusive, during the current school year who have at least one evaluation score at the 30th percentile or below, nationally normed, in one of the areas of reading, mathematics, language arts up to 5th grade and science and social studies for 6th-12th grades or grade equivalent score which indicates that the child has made less than six months progress scores must also be reported in science and social studies. Enter all percentiles and grade scores for the student on Form C-1 when there is at least one score showing inadequate progress. A copy of the results of the standardized test or portfolio assessment report must be attached to each student form.
- 2) Do not submit a Form C-1 for:
 - a. Children who are under 7 years old.
 - b. Children who are age 16.
 - c. Children whose instruction was provided or supervised by an appropriately licensed Iowa teacher, whether at home, in a nonaccredited school, or in a home school assistance program. The annual assessment requirement does not apply to them.
 - d. If the assessment was a baseline.
- 3) If you have any question please contact:

Elizabeth Calhoun
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, Iowa 50319-0146
(515) 281-8170
Fax (515) 281-7700
elizabeth.calhoun@iowa.gov

Iowa Administrative Code

For a copy of the rules of Competent Private Instruction (Home Schooling) go to the following website address:

<http://www.legis.state.ia.us/asp/ACODocs/DOCS/4-22-09.281.31.pdf>

Competent Private Instruction rules are Chapter 31