



**PRIVATE  
INSTRUCTION  
HANDBOOK**

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

**2014-2015**

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# Private Instruction Comparison Chart

	Competent Private Instruction		Independent Private Instruction
	Option 1: By or under the supervision of a licensed practitioner	Option 2: By a non-licensed person	
Definition	Private instruction provided on a daily basis for at least 148 days during a school year, to be met by attendance for at least 37 days each school quarter, by or <i>under the supervision of a licensed practitioner in the manner provided under section 299A.2, or other person under 299A.3</i> , which results in the student making adequate progress.  <a href="http://search.legis.state.ia.us/NXT/iaclink.htm?a=281&amp;c=31">http://search.legis.state.ia.us/NXT/iaclink.htm?a=281&amp;c=31</a>		Instruction that meets the following criteria: 1) Is not accredited. 2) Not more than four unrelated students. 3) No tuition, fees, or other remuneration. 4) Private or religious-based instruction as its primary purpose. 5) Teaches mathematics, reading and language arts, science, and social studies. 6) Provides report on request. 7) Not nonpublic school or CPI 8) Exempt from all state statutes/rules except as otherwise provided in chapter 299 and 299A. <b>Iowa Code § 299A.1 (2) (b).</b>
Compulsory Attendance & Truancy	This option meets compulsory attendance and truancy laws. ( <b>Iowa Code §§ 299.1 &amp; 299.8</b> )	This option meets compulsory attendance and truancy laws. ( <b>Iowa Code §§ 299.1 &amp; 299.8</b> )	This option meets compulsory attendance and truancy laws. ( <b>Iowa Code §§ 299.1 &amp; 299.8</b> )
Reporting <b>Iowa Code §§ 299.4, 299A.3, &amp; 299A.1 (2) (b) (6).</b>	The parent or guardian of a student enrolled <b>SHALL</b> submit a FORM A to the district by <b>September 1</b> of the year of enrollment. The parent or guardian <b>SHALL</b> also submit evidence of immunizations under Iowa Code § 139A.8.	The parent or guardian of a student enrolled <b>MAY</b> but is not required to submit a FORM A to the district by <b>September 1</b> of the year of enrollment. The parent or guardian <b>MAY</b> submit evidence of immunizations under Iowa Code § 139A.8. Form A is required for dual enrollment and an annual assessment is also required.	The parent or guardian of a student enrolled provides <b>upon written request</b> from the superintendent in the district of residence or the director of the department of education a report identifying the primary instructor, location, name of the authority responsible for the independent instruction, and the names of the students enrolled. <b>Iowa Code § 299A.1 (2) (b) (6).</b>
Evaluations for progress <b>Iowa Code § 299.4 &amp; 299A.4</b>	Students <b>SHALL</b> be monitored for progress by the supervising teacher. The district shall provide optional assessments at no cost and without requiring dual enrollment.	Students <b>MAY</b> but are not required to be assessed annually and report annual evaluations to the district by June 30 <sup>th</sup> of the year of instruction. The district shall provide optional assessments at no cost and without requiring dual enrollment.	There is <b>NO REQUIREMENT</b> for students to be assessed annually. <b>Iowa Code § 299A.1 (2) (b).</b> <b>If requested and with advanced notice to the district, the district shall provide courtesy standardized testing at no costs.</b>
Dual Enrollment <b>Iowa Code § 299A.8.</b>	Students <b>MAY</b> dual enroll with the district for academics (including special education) or extracurricular activities (including athletics).	Students <b>MAY</b> dual enroll with the district for academics (including special education) or extracurricular activities (including athletics). Form A and annual assessment results <b>MUST</b> be filed with the district if the student is dual enrolled.	Students <b>CANNOT</b> dual enroll with the district for academics (including special education) or extracurricular activities.
Senior Year Plus <b>Iowa Code Ch. 261E</b>	Students <b>MAY</b> enroll with the <u>district</u> for this programming.	Students <b>MAY</b> enroll with the <u>district</u> for this programming. Form A is required for dual enrollment.	Students <b>MAY</b> access this programming through the <u>district</u> . This applies only to concurrent enrollment in community colleges under Iowa Code § 261E.8. No other Senior Year Plus options are available.
Drivers ED <b>Iowa Code §§ 321.178</b>	Driver's education <b>SHALL</b> be offered or made available by the district. Dual enrollment is NOT required.	Driver's education <b>SHALL</b> be offered or made available by the district. Dual enrollment is NOT required.	Driver's education <b>SHALL</b> be offered or made available by the district. Dual enrollment is NOT required.

# Frequently Asked Questions

## Private Instruction

### 1. What is private instruction?

Private instruction means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school. Iowa Code section 299A.1 (2) (c). It includes competent private instruction (by a licensed practitioner or a nonlicensed person), independent private instruction, home school assistance programs, and non-accredited nonpublic schools.

## Competent Private Instruction (CPI)

### 2. What is competent private instruction?

“Competent private instruction” means private instruction provided on a daily basis for at least one hundred forty-eight days during a school year, to be met by attendance for at least thirty-seven days each school quarter, by or under the supervision of a licensed practitioner in the manner provided under Iowa Code section 299A.2 and this chapter, or other person under Iowa Code section 299A.3 and this chapter, which results in the student making adequate progress. The CPI category includes home schooled children who are not enrolled in independent private instruction and those in non-accredited nonpublic “schools.” 281-IAC chapter 31.

### 3. May any child receive CPI?

Generally, yes. There are two options for a parent, guardian, or legal or actual custodian who wants to enroll a child under CPI in Iowa. The **Option 1** is to enroll the child under private instruction under the supervision of a **licensed practitioner** in a manner provided under Iowa Code section 299A.2. The **Option 2** is to enroll the child under private instruction by a **non-licensed person** as provided under Iowa Code section 299A.3.

### 4. How do I enroll my child CPI under Option 1?

#### Option 1: Private Instruction under the supervision of a licensed practitioner

Under Option 1 a 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 **September 1** 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.” This consent is not required if the parent, guardian, legal, or actual custodian does not consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs. Iowa Code sections 299.4, 299A.9; 281-IAC rules 31.5(1) (f), 31.10.

### 5. How do I enroll my child CPI under Option 2?

#### Option 2: Private Instruction by a non-licensed person

Under Option 2 a parent, guardian, or legal or actual custodian **may meet, but is not required to meet**, all of the following requirements:

- a. Complete and send, in a timely manner, the report required under Iowa Code section 299.4 and this rule to the school district of residence of the child.
- b. Ensure that the child under the parent’s, guardian’s, or legal custodian’s instruction is evaluated annually to determine whether the child is making adequate progress, as defined in Iowa Code section 299A.6 and this chapter.

- c. Ensure that the results of the child's annual evaluation are reported to the school district of residence of the child and to the department of education by a date not later than June 30 of each year in which the child is under competent private instruction.

This is known as the "private instruction exemption."

A parent, guardian, or legal or actual custodian who chooses Option 2 with no reporting under the private instruction exemption relinquishes the ability to dual enroll for academics, extracurricular activities, or special education services. Dual enrollment requires compliance with the reporting requirements of Iowa Code section 299.4 and the assessment requirements of 299A.4. A parent who dual enrolls for academics, athletics, or special education services relinquishes the option to utilize the private instruction exemption, and must complete Form A.

**A parent, guardian, or legal or actual custodian who chooses Option 2 and chooses not to report to the district may wish to provide the district notice of the decision to use the private instruction exemption. Doing so will create a presumption that a child of compulsory attendance age is in compliance with the compulsory attendance requirements of Iowa Code chapter 299.**

**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." This consent is not required if the parent, guardian, legal, or actual custodian does not consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs. Iowa Code sections 299.4, 299A.9; 281-IAC rules 31.5(f), 31.10.

**6. 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 #39 regarding students enrolled in a Home School Assistance Program (HSAP)**).

**7. 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. The parent, guardian, or legal or actual custodian may apply for dual enrollment for a child who is not of compulsory attendance age by filing Form A with only Items #1, #2, and #9 completed. (No teacher supervision or annual assessment reporting is required for the student who is not of compulsory attendance age.)

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

Yes. It is a document the school district and appropriate AEA are required to maintain; 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).

**9. What is compulsory attendance age?**

For children who receive CPI or Independent Private Instruction (See #16 below), compulsory attendance age includes children who are 6 years old by September 15 and younger than 16. For those students receiving CPI using a licensed practitioner (i.e., supervising teacher) and for those receiving CPI by a nonlicensed person who dual enroll in a school district, Form A (the Report of CPI) must be filed for a child of compulsory attendance age. Form A may also be filed (but is not required) 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.

**10. 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.

**11. 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 8<sup>th</sup> grade year to coordinate these credits.

**12. 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).

**13. 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, see the Iowa Department of Public Health website at <http://www.idph.state.ia.us/ImmTB/immunization.aspx?prog=imm&pg=Laws> or call 1(800-831-6293 ext 1). 641. IAC 7.3. Option 1 children and Option 2 children receiving dual enrollment must provide evidence of immunization or exemption.

**14. 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 under Option 1, or Option 2 where the child is dually enrolled. This will be done by matching the names of these children with the Iowa Department of Health's blood lead database. The dental screening, vision examinations, and blood lead test reporting do not apply to children who receive CPI.

**15. 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. (See NOTE on page 5, FAQ #4 & 5)

**Independent Private Instruction (IPI)**

**16. What is independent private instruction?**

Independent Private Instruction (IPI) means instruction that meets the following criteria:

1. Is not accredited,
2. Enrolls not more than four unrelated students,
3. Does not charge tuition, fees, or other remuneration for instruction,
4. Provides private or religious-based instruction as its primary purpose,
5. Provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies,
6. Provides, upon written request from the superintendent of the school district in which the independent private instruction is provided, or from the director of the department of education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the name of the students enrolled.
7. Is not a nonpublic school and does not provide competent private instruction as defined in Iowa Code section 299A.1 and these rules.
8. Is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided in Iowa Code chapters 299 and 299A.

**17. May any child receive IPI?**

Generally, yes.

**18. How do I enroll my child in IPI?**

To enroll a child in IPI for the first time there is no form required. A parent, guardian, or legal or actual custodian choosing IPI is advised to inform the district that they will be choosing this option.

**19. What are the district's responsibilities in regard to IPI?**

The superintendent of district of residence of the student enrolled in independent private instruction may but is not required to request a report from a parent, guardian, or legal or actual custodian identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the name of the students enrolled. The district must still comply with requirements of truancy law. Unless otherwise mentioned, a district may not provide a child receiving IPI with public school services, such as most dual enrollment services.

**20. Is a family still under compulsory attendance law?**

Yes. A family who chooses IPI meets the requirements of the compulsory attendance law. Iowa Code section 299.1.

**21. How a family is held accountable for student progress?**

IPI instructors are responsible for accountability of their own students' progress. This is not reported to the district or the Department of Education.

**22. How does a district know that an IPI family is teaching the four required content areas (mathematics, science, reading and language arts, and social studies)?**

The district does not have a right to request this information.

**23. How does a district know that a family is also "teaching" not more than four unrelated students?**

The district may but is not required to request a report from a parent, guardian, or legal or actual custodian identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the name of the students enrolled.

**24. Are diplomas available for children who are home schooled under IPI?**

The Iowa Department of Education cannot issue diplomas, and the district of residence may not be compelled to issue a diploma.

**25. Are children who receive IPI exempt from the immunization requirements?**

Yes, a child who receives IPI is exempt from all state statutes except as otherwise provided in Iowa Code Chapters 299 and 299A.

**26. Are children who receive IPI exempt from the new health screening requirements?**

Yes, a child who receives IPI is exempt from all state statutes except as otherwise provided in Iowa Code Chapters 299 and 299A.

**27. May a child who has been identified as requiring special education programs or services receive IPI?**

Yes. No permission from the AEA director of special education is required and no special education services will be provided by either the school district or the AEA.

**Dual Enrollment; Home School Assistance Programs (HSAP)**

**28. What is dual enrollment?**

Dual enrollment is enrollment with a public school district of a child who is receiving CPI for the purpose of attending one or more courses, participating in extracurricular activities offered by the district, or obtaining special education programs or services (if required by the child's IEP). Iowa Code section 299A.8; 281-IAC 31.6. In addition, the district must provide appropriate instructional materials to dually enrolled students, 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) The reporting requirements, including Form A, apply to dually enrolled children receiving CPI under both Option 1 and Option 2.

**29. May a student who is not of compulsory attendance age be dually 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 dually enrolled. Iowa Code section 257.6(1) (f). The parent, guardian, or legal or actual custodian may apply for dual enrollment for a child who is not of compulsory attendance age by filing Form A with only Items #1, #2, and #9 completed. No teacher supervision or annual assessment reporting is required for the student who is not of compulsory attendance age.



**30. In what school district activities may a dually 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. 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. Iowa Code section 299A.8; 281-IAC 31.6; 281-IAC 31.5(4)

**31. May a child be dually 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.

**32. 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:

<https://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment>

**33. May a child receiving CPI or IPI enroll in Senior Year Plus programs?**

A child receiving CPI under Option 1, or under Option 2 after completing Form A, may enroll in any Senior Year Plus program, including advanced placement courses offered by the district, post secondary enrollment options under Iowa Code section 261E.7 (See questions #2 and #16), and concurrent enrollment in community college courses under Iowa Code section 261E.8.

A child receiving IPI may only enroll in concurrent enrollment courses through the community college, through the child's district of residence. No other Senior Year Plus option is available to IPI students.

**34. May a dually enrolled child take post-secondary enrollment option (PSEO) courses?**

Yes, if the child is an 11th or 12th grader or is a 9<sup>th</sup> or 10<sup>th</sup> 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.

**35. How many courses (PSEO or those offered by the district) may a dually 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. 261E.7 (2).

**36. What must I do to receive free standardized testing for my child?**

Submit a timely request to your school district for free standardized testing for the student.

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

No. However, a district may charge a fee to a dually 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 dually enrolled student who also participates in the course or activity). Districts may not charge the dually enrolled student the same total fee that a regularly enrolled student is assessed, but districts may pro-rate the total fee that a regularly enrolled student is assessed in accordance to the class time usage of a dually enrolled child. Iowa Code section 299A.8.

**38. What public funds does a district receive for a dually enrolled child?**

The district receives one-tenth the amount of state aid it receives for a regularly enrolled child for students in 8<sup>th</sup> grade and under, and for students in grades 9 – 12 who are dually enrolled solely to participate in extracurricular activities. A child dually 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).

**39. 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. A HSAP is not available to children receiving IPI.

**REMINDER:** Parents, guardian, or legal or actual custodian of children enrolled in a HSAP (whether under Option 1 or Option 2) 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).

**40. 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).

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

No. A child who receives CPI may be both dually 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.

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

If a child is dually enrolled, she/he may access all academic courses 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 age 7 – 15, inclusive, who is dually 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).

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

No. A child may only enroll 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.

**44. 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: <https://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment>

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

No.

**46. 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.

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

To ensure a child's participation in dual enrollment or a HSAP, 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

(a district may decide on its own to extend this deadline). 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

48. **May a child who is in attendance at an accredited nonpublic school be dually enrolled or enrolled in a HSAP?**  
No, these enrollments are available only to children who receive CPI.  
Iowa Code section 299A.8.

## Assessments

49. **What are the annual assessment requirements?**

Those children who receive CPI under Option 1 must be monitored by a supervising teacher for progress.

Those children between the ages of 7 and 15, inclusive, of the current school year who receives CPI under Option 2 may, but are not required, to be assessed annually to determine if adequate progress is being made. Under Option 2, the child may be appropriately evaluated to set a baseline evaluation 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 may, but is not required to, 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 under Option 1. Students through grade 5 may be assessed on reading, language arts, and mathematics. Students in grades 6 and higher may also be assessed in science and social studies. If dual enrolled, testing is required. 281-IAC 31.8(1)

**NOTE: Home-schooled children subject to the testing requirement may be tested annually in these subjects even if the school district does not test its own students. Districts, remember that CPI students under Option 2 may be tested annually even if your district does not test its own students. If test scores are reported, 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 evaluation.**

If the child is working with an Iowa licensed teacher who has a license 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

50. **What is adequate progress?**

For students under the supervision of an Iowa licensed teacher, or for whom a portfolio is evaluated by an Iowa licensed teacher, the teacher determines whether adequate progress is being made.

For all other students receiving CPI under Option 2 and opting into testing requirements, 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.

51. **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 may start with the local district, which might 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.homeschooliowa.org](http://www.homeschooliowa.org)<sup>1</sup> or dial 1-800-723-0438 for assistance.

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<sup>1</sup> The Iowa Department of Education does not endorse any single home schooling organization. We make this website known as a resource because it offers a teacher referral service for homeschooling families.

**52. Who pays for the standardized test?**

No fee is charged to the parent, guardian, or legal or actual custodian of the child who is under CPI. Iowa Code section 299A.8.

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 determines that the parent, guardian, or legal or actual custodian is a qualified test administrator, it is acceptable.

**53. 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 license for the appropriate age level. The report shall be in narrative form and shall reflect the child's progress in reading, language arts, and mathematics 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, mathematics or qualitative thinking, science, and social studies. Iowa Code section 299A.4 (7); 281-IAC 31.8(3).

**54. 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, or unless, before the beginning of the next school year, the child retakes a different form of the same evaluation or another evaluation form of a test approved by the department, and those results indicate that adequate progress has been made. Alternatively, a portfolio review complying with ##50 and 53 above and showing adequate progress could be submitted before the beginning of the next school year. Iowa Code sections 299 A.6 and 299 A.7.

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

No. However, an annual assessment may be given upon request.

**Special Education**

**56. 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.

**Note:** If the parent, guardian, or legal or actual custodian of a student receiving CPI under Option 2 dually enrolls the student in the district of resident, the parent relinquishes the private instruction exemption outlined in #5 above and must fill out a FORM A as outlined in #4 above.

**57. May a district require a child who has been identified as eligible for special education services who receives CPI and who is dually 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.

**58. 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.

**59. May a parent provide IPI to a child receiving special education services?**

Yes. No permission is required. No special education services will be provided to a child receiving IPI.

### **Drivers Education**

**60. Does a student have to dual enroll to take drivers education provided by the district?**

No. Every school district in Iowa shall offer or make available to all students residing in the school district, or all students attending a non-public school or receiving competent private instruction or independent private instruction an approved course in driver's education. Iowa Code section 321.178. It is not necessary for the student to dual enroll to enroll in these courses.

**61. Who can provide drivers education as a teaching parent under Iowa Code section 321.178A (2) (c)?**

The Iowa Department of Transportation will provide additional guidance on this issue.

<http://www.iowadot.gov/mvd/ods/education/teachingparent.html>

# Competent Private Instruction

(Including dual enrollment and Home School Assistance Programs (HSAP))

## Summary of Responsibilities

### Parent, Guardian, or Legal or Actual Custodian Responsibilities

- 1) Parent, guardian, or legal or actual custodian choosing CPI Option 1, or electing to report under CPI Option 2, (dual enrollment) must submit Form A to the district of residence for each child by **September 1**, 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 the parent, guardian, or legal or actual custodian of all children receiving CPI under Option 1, (including those enrolled in a HSAP) or under Option 2 if electing to dual enroll. If a child requires special education services and consent is granted for receipt of public school or AEA special education programs or services, the Director of Special Education at the AEA must pre-approve CPI for the child. 281-IAC 31.2(1) (see NOTE on page 5, FAQ #4 & #5).
- 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 15<sup>th</sup> (a district may decide on its own to extend this deadline). The only exception is for parents, guardians, or legal, or actual custodians who moved into the district or removed from school after September 15<sup>th</sup>. If the parents, guardians, or legal or actual custodians moved or removed the child from school after September 15<sup>th</sup>, 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) Provide for the child's instruction using a plan and course of study.
- 4) If the parent, guardian, or legal or actual custodian is teaching the child and is not an Iowa licensed teacher or under the supervision of an Iowa licensed teacher, and the child is between the ages of 7 and 15, inclusive, he/she may but is not required to arrange baseline evaluation the first year and an annual assessment each subsequent year. The parent, guardian, or legal or actual custodian may select 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. If standardized testing is utilized, it will need to be completed by May 1 of each year. The local public school will contact parents, guardians, or legal or actual custodians of testing dates and times if a parent chooses this option. A list of acceptable annual assessments is on page 23 and on the website at <https://www.educateiowa.gov/pk-12/options-educational-choice/competent-private-instruction-home-schooling> 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 first time, attach immunization information, if applicable. (Proof of immunization is required of all children receiving CPI under Option 1, including those enrolled in a HSAP, and of all children receiving CPI under Option 2 when dual enrollment is elected).
- 7) If open enrollment is desired, the family must file the proper documents with the resident district. The deadline to file for open enrollment is March 1st. Please contact your resident district for forms.
- 8) **Optional: A parent, guardian, or legal or actual custodian who chooses Option 2 and chooses not to report to the district may wish to provide the district notice of the decision to use the private instruction exemption. Doing so will create a presumption that a child of compulsory attendance age is in compliance with the compulsory attendance requirements of Iowa Code chapter 299.**

### School District Responsibilities

- 1) Make Form A available to parents, guardians, or legal or actual custodians wishing to provide CPI under Option 1 or electing to file Form A under Option 2 (dual enrollment) 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 under Option 1, even those enrolled in a HSAP, and for all students receiving CPI under Option 2 who elect to dual enroll.)
- 3) Call the Iowa Board of Educational Examiners (515- 281-3245) or access [www.boee.iowa.gov](http://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) Regarding dually enrolled students: 281-IAC 31.6
- Provide available textbooks and materials (see note #13 below on instructional materials on page 16).
  - Dual enrolled students may also be enrolled in a home school assistance program.
  - If the home school student is dually enrolled in a class or activity that charges a fee for regularly enrolled students, that fee may be charged to dually enrolled students (only charge the textbook rental or supply fee for the specific class or activity). Districts may not charge the dually enrolled student the same total student fee that a regularly enrolled student is assessed. The total student fee may be pro-rated according to the dual enrolled percentage usage of class time. 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 under Option 1 or who opt in under Option 2, and who are dually 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) under Option 1 or who opt in under Option 2 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.** This form (page 27) is sent ONLY to those families that are NOT working with an Iowa licensed teacher under Option 2 (dual enrolled) AND those who are electing to take part in annual assessments. Please note that this is *not* a required form, and parents, guardians, or legal or actual custodians are *not* required to complete and return this form. 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. (See the sample notification form on the website and [in this handbook](#)).
- 8) Provide standardized testing (if requested by the parent, guardian, or legal or actual custodian) free of charge at grade level of the child, even if the district does not test its own students at that grade level.
- 9) 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 #13 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 district.
  - Provide evaluation of the students as defined by the school district.
  - 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 dually enrolled.) 281-IAC 31.5(5)
- 10) 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.
- 11) 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 28). 281-IAC 31.5 (If students are not between the ages of 7 – 15, inclusive, or

under the supervision of an Iowa licensed teacher and take a standardized test, the scores are not required to be reported to the Department of Education.)

- 12) 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.
- 13) **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) return to the district at the end of the school year.
  - NEVER 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.
- 14) Contact the county attorney regarding any of the following:
  - Instructors in non-accredited “school” in the district are not Iowa licensed teachers.
  - Parents, guardians, or legal or actual custodians have filed Form A, but did not fill out all of the required parts (items 1-6) and sign Form A, and who refuse to do so. This does not apply to forms filed for students outside compulsory attendance age.
  - Noncompliance of the compulsory attendance law and rules. 281-IAC 31.5(1)

**Not complying with CPI laws, subjects the Parent, guardian, or legal or actual custodian to truancy prosecution.**

**Note the following cases:**

**The Iowa Supreme Court has upheld truancy convictions for both failing to file Form A at all (State v. Skeel, 486 N.W. 2d 43 (1992)) and not filling it in fully or accurately (State v. Rivera, 497 N.W. 2d 878 (1993)). Note, however, that there are now options available that do not require the filing of Form A. Please ensure if Form A is required before reporting to the county attorney.**

### AEA Responsibilities

- 1) Receive annual competent private instruction notification from each district in the AEA. 281-IAC 31.5(1)  
If a student receiving Competent Private Instruction is identified as a special education student, and the parent, guardian, or legal or actual custodian has consented to initial evaluation or re-evaluation, the AEA special education director must give prior approval. 281-IAC 31.10. No prior approval is required if the parent, guardian, or legal or actual custodian (1) does not consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs, or (2) revokes or withdraws consent, in writing, to continued special education services.
- 2) Provide standardized testing for student at no charge to the parent, when requested by the parent or school district. 281-IAC 31.5(2).

### 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 electing or 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 a parent, guardian, or legal or actual custodian of a child who fails to make adequate progress that the child must be enrolled in an accredited nonpublic school or in the resident school district, unless the Department of Education grants permission to continue CPI under an approved remediation plan, or unless, before the beginning of the next school year, the child retakes a different form of the same evaluation or another evaluation form of a test approved by the department, and those results indicate that adequate progress has been made. Alternatively, a portfolio review complying with FAQ ##50 and 53 above and showing adequate progress could be submitted before the beginning of the next school year. Iowa Code sections 299 A.6 and 299 A.7.



# Independent Private Instruction Summary of Responsibilities

## Parent, Guardian, or Legal or Actual Custodian Responsibilities

A parent, guardian, or legal or actual custodian of a student who is receiving IPI is advised, but not required (unless requested in writing by the district superintendent or the director of the department of education), to notify the school district of residence of the decision to elect Independent Private Instruction for purposes of compliance with compulsory attendance and truancy laws (Iowa Code section 299.1 and 299.8).

Independent Private Instruction (IPI) means instruction that meets the following criteria:

1. Is not accredited,
2. Enrolls not more than four unrelated students,
3. Does not charge tuition, fees, or other remuneration for instruction,
4. Provides private or religious-based instruction as its primary purpose,
5. Provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies,
6. Provides, upon written request from the superintendent of the school district in which the independent private instruction is provided, or from the director of the department of education, a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the name of the students enrolled.
7. Is not a nonpublic school and does not provide competent private instruction as defined in Iowa Code section 299A.1 and these rules.
8. Is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided in Iowa Code chapters 299 and 299A.

## School District Responsibilities

- 1) The district shall make available concurrent enrollment to community colleges available for students under IPI.
- 2) The district shall offer or make available driver's education to students under IPI.
- 3) The district shall make available courtesy standardized testing to students under IPI, if requested in advance.
- 4) The superintendent of the school district in which IPI is provided may make a written request for a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the name of the students enrolled.
- 5) Provide a FERPA notice (see page 26) whenever an education record concerning a student who receives IPI is generated.
- 6) Contact the county attorney to report noncompliance of the compulsory attendance law and rules. 281-IAC 31.5(1)

**Not complying with IPI laws, subjects the parent, guardian, or legal or actual custodian to truancy prosecution.**

## AEA Responsibilities

- 1) If a child receiving special education will receive IPI, prepare paperwork to withdraw the child from special education services.

## Department of Education

- 1) The director of the department may make a written request for a report identifying the primary instructor, location, name of the authority responsible for the independent private instruction, and the name of the students enrolled.

**Competent Private Instruction (CPI) under Option 1, or under Option 2 with opt-in reporting: Timelines / Procedures**  
 (This information is based on excerpts from Iowa Code Chapter 299A and 281 – IAC Chapter 31 and does NOT apply to those using  
 CPI Option 2 with opt-out reporting or to those using Independent Private Instruction [IPI])

<p>By SEPTEMBER 1<sup>ST</sup> 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"> <li>• Report must be made on form provided annually by the Department of Education.</li> <li>• School District shall inform the parents/guardians/legal or actual custodians about FERPA. (<a href="#">Link to Form</a>) This may be done when the district informs parents/guardians/legal or actual custodians of regularly enrolled students.</li> </ul>
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<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                  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.                  School district is not required to provide a home school assistance program.</p>
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<p>By October 1</p>	<p>School district notifies parent/guardian/legal or actual custodian requesting public school testing of time and dates standardized tests will be given. (<a href="#">Link to Form</a>)</p>
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<p>By May 1</p>	<p>Deadline for conducting standardized testing or submitting portfolio to evaluator.                  Applies to students who are under Option 2 with opt-in reporting.</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 under Option 2 with opt-in reporting 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>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 under Option 2.                  Standardized test scores should show the national percentile rank and national grade equivalent.</p> <ul style="list-style-type: none"> <li>• 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. (<a href="#">Link to Form</a>)</li> </ul>
<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>	

**FORM A**

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

Date when returned \_\_\_\_\_

**Competent Private Instruction Report  
Iowa Code section 299.4  
2014-2015 School Year**

**Required information: See instructions before completing.**

The following information is required in accordance with Iowa Code section 299.4. A parent, guardian, or legal or actual custodian enrolling a student in CPI under Option 1 must submit this report in duplicate to the school district of residence. A parent, guardian, or legal or actual custodian enrolling a student in CPI under Option 2 may submit this report in duplicate to the school district of residence. A parent, guardian, or legal or actual custodian enrolling a student in CPI under Option 2 and electing dual enrollment must submit this report in duplicate to the school district of residence. This report is required, under the conditions described above, 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 September 1 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 the student will be enrolled in a home school assistance program, please notify the district if the student will also be dually enrolled.) This form is not applicable to families choosing Independent Private Instruction, or for those using CPI Option 2 without dual enrolling or opting to report.

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

<b>Name:</b>	<b>Birth Date:</b>

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

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

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 or dually enrolled)

4) Instructional Program Information:  
Outline the course of study on a separate page(s). Attach lesson plans on separate page(s).

<b>Subject:</b>	<b>Text, Publisher, and Author:</b>	<b>Time Spent:</b>

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.

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

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, the child may, but is not required, to take an annual assessment. (Please consult the Department of Education's list of acceptable annual assessments-page 23). If standardized testing is desired, notify the school district in order to receive testing dates by October 1<sup>st</sup>.

**IMPORTANT: If you have selected any of the optional services listed on the back of Form A, please check here: \_\_\_\_\_**  
**Parent/Guardian/Legal or Actual Custodian Signature (required):**

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, complete the following #8 and #9.

It is not necessary to dual enroll your child to have your child's annual assessment provided at no charge to you. Iowa Code section 299A.4.

- 8) 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 unless the parent, guardian, or legal or actual custodian of the child does not consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs. Iowa Code section 299A.9.

Is the child currently identified as a child requiring special education pursuant to the rules of special education?  
Yes \_\_\_ No \_\_\_

Do you consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs?  
Yes \_\_\_ No \_\_\_

- 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 \_\_\_ Special Education \_\_\_ (Check all that apply)
- C. Grade Level for the 2014-2015 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 \_\_\_

## Instructions for Form A

Parents, guardians, or legal or actual custodians with children under competent private instruction under Option 1, or under competent private instruction Option 2 with dual enrollment or optional reporting 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 **September 1<sup>st</sup>** or no more than 14 calendar days (for a minimally completed form and 30 calendar days for a fully completed form) 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 and parent/guardian/legal or actual custodian signature. Item 7 is informational. Items 8, 9 and 10 are optional. **If you plan to dual enroll your child in an academic course or extracurricular activity, complete item 9. (See the timeline in the Private Instruction Handbook ([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, (including those filing for a child being enrolled in a HSAP), attach immunization evidence or in lieu of such evidence, file a doctor's statement or an affidavit of religious exemption as outlined in Iowa Code section 139A.8. 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. For those providing competent private instruction to the child under Iowa Code section 299A.2, 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 Iowa Board of Educational Examiners at the following website [www.boee.iowa.gov](http://www.boee.iowa.gov) or by calling (1-515-281-3245). 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 evaluation/annual assessment requirement. (If parent/guardian/legal or actual custodian is a licensed teacher or under the supervision of a licensed teacher who holds a license appropriate to the age and grade of the child, the child is not required to take an annual assessment. If the child is enrolled in a private school accredited by a regional or national accrediting organization, the child's annual report card can be submitted as a report of annual assessment. A courtesy test may be requested, see note in item number 7.)

**Item 7:** Children receiving competent private instruction under Option 2 are subject to the assessment requirement if they fit 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.
3. The parent, guardian, or legal or actual custodian has opted-in to the optional reporting under Option 2. Student is dual enrolled with the district for academics or extracurricular activities.

All children fitting these criteria may but are not required to have a baseline evaluation in their first year of home schooling. Each year after the baseline evaluation, as long as they still fit the criteria, they may but are not required to have 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 may 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 for whom standardized testing has been selected as their method of annual assessment may 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 located in the Private Instruction Handbook (page 23) and also on the website located at

<https://www.educateiowa.gov/pk-12/options-educational-choice/competent-private-instruction-home-schooling>

School Districts or AEAs providing the testing should attempt to accommodate these preferences. School Districts may provide the testing themselves or may delegate it to the AEA. School Districts 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 student subject to the assessment option request testing in their home, it must be provided at that site and at no cost to the parents, guardians, or legal or actual custodians. 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 standardized testing or submitting portfolio to evaluator 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 evaluation/annual assessment option may want their child tested anyway. The district or AEA must provide the testing free of charge to the parents, guardians, or legal or actual custodians. The results will go to the district or AEA.

Items 8, 9, and 10 are optional

**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 However, this consent is not required if the parent, guardian, legal, or actual custodian does not consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs.

**Note: A child who receives CPI to access special education services must be dually enrolled. (See Item 9)**

**Item 9:** Dually 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 or extracurricular activity. Dual enrollment is also required if the child is to receive available texts or supplemental instructional materials (on the same basis as they are provided to enrolled students) or special education programs or services. If parents, guardians, or legal or actual custodians want their child dually enrolled in a course or activity the course or activities need to be listed. Districts need to develop procedures to ensure that dually 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, an Iowa licensed teacher who is hired by the school district will supervise your student's instruction. If your child wishes to participate in courses or activities that are offered by the school district, the child must be dually enrolled in addition to being HSAP enrolled. (Responses to this item help districts without a HSAP determine if they need to start one)

**SCHOOL DISTRICTS – Please give parents, guardians, or legal or actual custodians the FERPA 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" notification instructions to the school district, 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 district.**

## Acceptable Tests for Baseline and Annual Assessment Option

**SCHOOL DISTRICTS:** 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 option.

Any test listed below may be used to fulfill the baseline and annual assessment option, 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 2005. 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 Third Edition CAT, Forms C and D (2007 and 2011 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 Assessments; Forms E and F(2010-2011 norms), The Riverside Publishing Company  

<b>Level 8</b>	<b>Level 9-14</b>
Reading	Reading
Language	Written Expression, Spelling, Capitalization, Punctuation
Mathematics	Mathematics
	Science
	Social Studies
3. Iowa Assessments; Forms E and F (2010-2011 norms), The Riverside Publishing Company  
**Levels 15-17/18**  

Reading	Science
Written Expression	Social Studies
Mathematics	

  
Mathematics Composite: K.0-12.9
4. Stanford Achievement Test; 10th Edition (2007 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
5. Iowa Tests of Basic Skills (ITBS); Form C (2005 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
6. Iowa Tests of Educational Development (ITED); Form C (2005 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

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 option 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:**

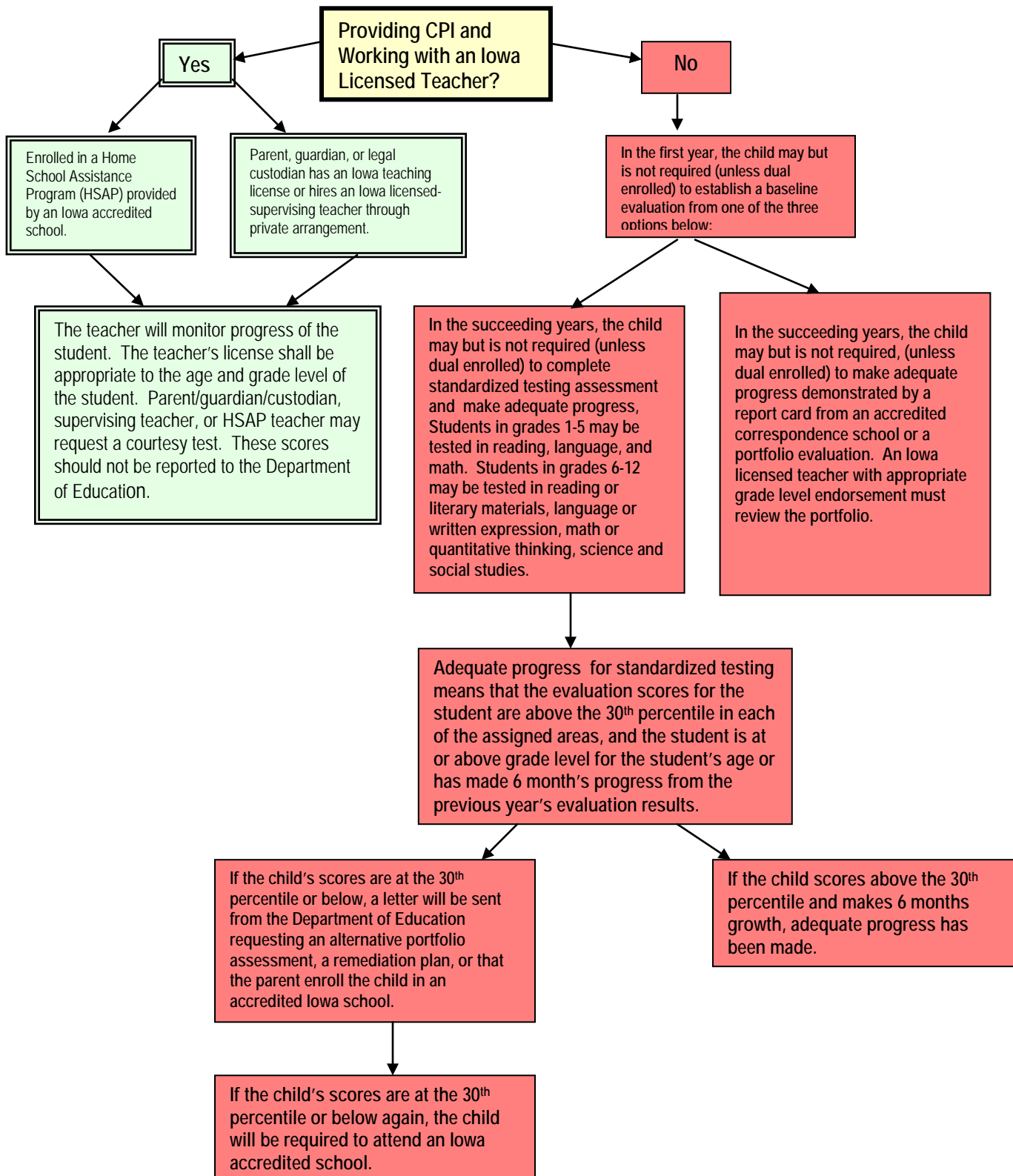
Elizabeth Calhoun ([elizabeth.calhoun@iowa.gov](mailto:elizabeth.calhoun@iowa.gov))

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

## Competent Private Instruction (CPI) Annual Assessment Flowchart 281-IAC 31.8

(Applicable to those who have selected CPI Option 1 or CPI Option 2 with opt-in reproofing &/or dual enrollment)

If your child is receiving Competent Private Instruction (CPI) 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:  
Competent Private Instruction**

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 dually 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 to Parent, Guardian, or Legal or Actual Custodian by the School District)

**FERPA Parent, Guardian, or Legal or Actual Custodian Notification Form:  
Independent Private Instruction**

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 you have elected to receive certain services from the school district for your child who receives independent private instruction, or you have provided information based on a written request from the school district's superintendent or the director of the Iowa Department of Education. That information is an education record and a public record. Personally identifiable information about your child in an education record is not public unless you consent to its release, unless it is directory information (information that is generally not considered harmful or an invasion of privacy if released), or unless an exception to the consent requirement applies.

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

**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)

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(Mailing address) \_\_\_\_\_

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

**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. However, you have opted to have your child subjected to an initial baseline evaluation and an annual assessment every year thereafter under the opt-in provisions of CPI Option 2. Parents, guardians, or legal or actual custodians have the choice of standardized test, portfolio assessment, or the submittal of a report card from an accredited correspondence school to fulfill this option.

Please complete the applicable portion of the form below and return this form to the school district.

**Standardized Test**

1. Please check one.

\_\_\_\_\_ Baseline, a "Baseline evaluation" is an option in the first year of home schooling for all children who elect the annual assessment option under Option 2 who are between the ages of 7 and 15, inclusive. **(Scores are recorded only, and not used to determine academic progress.)**

\_\_\_\_\_ Annual assessment

2. Grade level of child for the 2014-2015 school year \_\_\_\_\_

3. Who do you want to administer the test?

School District \_\_\_\_\_ Area Education Agency \_\_\_\_\_ Nonpublic school or Testing Service \_\_\_\_\_

(Parents/Guardians/Legal or Actual Custodians who have their children tested by a nonpublic school or testing service need only report the required test scores along with test administration certification to the state. May 1 is the deadline to complete the testing. 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 District) \_\_\_\_\_

Date \_\_\_\_\_ (Completed by the School District) \_\_\_\_\_

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: There will not be a cost for the administration of the test.**

**Portfolio Assessment** (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)

**Report Card from Accredited Correspondence School**

\_\_\_\_\_ Report Card from an accredited correspondence school

Name of school \_\_\_\_\_ Proper accreditation \_\_\_\_\_ -Yes \_\_\_\_\_ -No

District Contact  
(Name, Address, and Phone number)

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

**FORM C-1 Progress Form for Students Age 7-15 (Inclusive) for whom Form A Was Filed Under CPI Option 2 (dual enrolled)**  
**(Completed by the School District)**  
**DUE: June 30**

Complete this form only for each student receiving competent private instruction under Iowa Code section 299A.3 between the ages of 7 and 15, inclusive, during the current school year and has (1) 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, (2) a portfolio evaluation report indicating inadequate progress, or (3) an accredited correspondence school report card indicating grades in the required subject areas below a C. **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**  
**Iowa Department of Education**  
**Grimes State Office Building**  
**400 E 14<sup>th</sup> St**  
**Des Moines, Iowa 50319 0146**  
**(Email to [Elizabeth.calhoun@iowa.gov](mailto:Elizabeth.calhoun@iowa.gov))**

## 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 for whom a CPI Form A has been filed under CPI Option 2 (dual enrolled), and whose parent, guardian, or legal custodian reported:
  - (1) at least one evaluation score at the 30<sup>th</sup> 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;
  - (2) a portfolio evaluation results indicating inadequate progress; or
  - (3) an accredited correspondence school report card indicating at least one of the required subject areas with a grade below C.Note: Enter all standardized test 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, portfolio assessment report, or accredited correspondence school report card 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 or older.
  - 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. Children for whom the assessment was a baseline evaluation.
  - e. Children receiving independent private instruction under Iowa Code section 299A.1 (2) (b).
  - f. Children receiving competent private instruction under CPI option 2 who have not dual enrolled or otherwise filed a Form A.
  
- 3) If you have any question please contact:

**Elizabeth Calhoun**  
Iowa Department of Education  
Grimes State Office Building  
400 E 14<sup>th</sup> St  
Des Moines, Iowa 50319-0146  
(515) 281-8170  
Fax (515) 242-5988  
[elizabeth.calhoun@iowa.gov](mailto:elizabeth.calhoun@iowa.gov)

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Not complying with CPI or IPI laws, subjects the parent, guardian, or legal or actual custodian to truancy prosecution.

Note the following cases:

The Iowa Supreme Court has upheld truancy convictions for both failing to file Form A at all (State v. Skeel, 486 N.W. 2d 43 (1992)) and not filling it in fully or accurately (State v. Rivera, 497 N.W. 2d 878 (1993)). Note, however, that there are now options available that do not require the filing of Form A.