FORM A
(Completed by the Parent, Guardian, or Legal or Actual Custodian) Date when returned_____

Competent Private Instruction Report
Iowa Code section 299.4
2017-2018 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.)

Name:	**Birth Date:**

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

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

3) Immunization Evidence: If filing Form A for the 1st time, attach immunization information.
(Proof of immunization is required of all children receiving CPI without the private exemption, including those HSAP enrolled or dually enrolled)

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

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

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

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

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

7) If an Iowa licensed teacher is not providing instruction or supervising, the parent, guardian, or legal or actual custodian providing instruction to the child, 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 1st.

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.

NOTE: It is not necessary to dual enroll your child
-to access district-provided driver education (Iowa Code 321.178)
-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 2017-2018 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 1st 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 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 correspondence 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.