



2021-2022 Private Instruction Handbook

2021-2022 School Year Homeschool or Enrollment in a Non-Accredited "School"

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Introduction

The purpose of the Iowa Department of Education’s (Department) Private School Handbook is to provide parents, guardians, legal or actual custodians (from this point forward “custodians”), and school districts with the most current information available regarding private instruction. This handbook is divided into the following sections:

- Private Instruction Comparison Chart;
- Private Instruction Frequently Asked Questions;
- Summary of Responsibilities;
- Competent Private Instruction Under Option 1 or Option 2 With Dual Enrollment and Optional Reporting: Timelines and Procedures;
- Form A: Competent Private Instruction Report for the 2021-2022 School Year;
- Acceptable Tests for Baseline and Annual Assessment;
- Request Form for Consideration of Standardized Assessment Not Included on Approved List;
- Competent Private Instruction Annual Evaluation Flowchart;
- Family Educational Rights and Privacy Act (FERPA) Parent, Guardian, or Custodian Annual Notification Form;
- Annual Evaluation Notification Form for Parent, Guardian, or Custodian; and
- Form C-1: Progress Form for Student of Compulsory Attendance Age Under CPI Option 2 With Dual Enrollment.

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 § 299A.1(2)“c”). It includes three private instruction options for families:

- Competent Private Instruction (CPI) provided or supervised by a licensed practitioner (Option 1), which may include:
 - Enrollment in the resident district’s home school assistance program (HSAP, if offered),
 - Instruction by an appropriately licensed teacher that is privately retained (i.e., at their own expense) by the family, or
 - Instruction provided by an appropriately licensed parent, guardian, or custodian.
- CPI by a parent, guardian, or custodian (Option 2), such as a homeschooled student in a non-accredited nonpublic “school.”
- Independent Private Instruction (IPI).

Note: Not complying with CPI or IPI laws subjects the parent, guardian, or custodian to truancy prosecution. Please note 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 (Iowa 1992)) and not filling it in fully or accurately (*State v. Rivera*, 497 N.W. 2d 878 (Iowa 1993)). However, it is important to note that options are now available that do not require the filing of Form A.

What Does Appropriately Licensed Mean?

Appropriately licensed means the individual has a current Iowa teaching license appropriate for the student’s grade level and the content area(s) being taught.

Private Instruction Comparison Chart

Table 1 compares the three private instruction options available to families, with each homeschooling option expanded on in the following frequently asked questions (FAQs) section. These options are:

- Competent Private Instruction by a Licensed Practitioner (Option 1);
- Competent Private Instruction by a Parent, Guardian, or Custodian (Option 2); and
- Independent Private Instruction.

Table 1. Comparison of Private Instruction Options.

Area (Iowa Code Citation)	Competent Private Instruction by a Licensed Practitioner (Option 1)	Competent Private Instruction by a Parent, Guardian, or Custodian (Option 2)	Independent Private Instruction
<p>Definition (299A.1(2)“a”-“b”)</p>	<p>Private instruction:</p> <ul style="list-style-type: none"> • 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 under the supervision of a licensed practitioner in the manner provided under section 299A.2, • Which results in the student making adequate progress (see #3 of the FAQs for the definition of adequate progress). 	<p>Private instruction:</p> <ul style="list-style-type: none"> • Provided by a parent, guardian, or custodian under section 299A.3, • Which results in the student making adequate progress (see #3 of the FAQs). 	<p>Private instruction that meets the following criteria:</p> <ul style="list-style-type: none"> • Is not accredited; • Enrolls no more than four unrelated students; • Does not charge tuition, fees, or other remuneration for instruction; • Its primary purpose is to provide private or religious-based instruction; • Provides enrolled students instruction in math, reading and language arts, science, and social studies; • Provides a report on request; • Is not a nonpublic school and does not provide CPI; and • Is exempt from all applicable state laws and rules except for those in chapters 299 (Compulsory education) and 299A (Private instruction).
<p>Compulsory Attendance & Truancy (299.1 & 299.8)</p>	<p>The option meets compulsory attendance and truancy laws.</p>	<p>The option meets compulsory attendance and truancy laws.</p>	<p>The option meets compulsory attendance and truancy laws.</p>

Area (Iowa Code Citation)	Competent Private Instruction by a Licensed Practitioner (Option 1)	Competent Private Instruction by a Parent, Guardian, or Custodian (Option 2)	Independent Private Instruction
Reporting (299.4, 299A.1(2)“b”(6), & 299A.3)	The parent, guardian, or custodian: <ul style="list-style-type: none"> • <i>Must</i> submit Form A to the district by September 1 of the year of enrollment. • <i>Must</i> provide proof of academic eligibility if dually enrolled for certain activities. 	The parent, guardian, or custodian: <ul style="list-style-type: none"> • <i>May (must, if dually enrolled)</i> submit Form A to the district by September 1 of the year of enrollment. • <i>Must, if dually enrolled,</i> provide evidence of adequate annual progress (see the Competent Private Instruction Annual Evaluation Flowchart). 	The parent, guardian, or custodian <i>may</i> provide, <i>upon written request</i> from their resident district’s superintendent or the Department’s director, a report identifying the primary instructor, location, name of the authority responsible for the IPI, and names of the enrolled students.
Immunizations and Health Screening (135.105D & 139A.8)	<ul style="list-style-type: none"> • The parent, guardian, or custodian <i>must</i> attach to Form A evidence of immunizations or a notarized exemption during the first year. • The student <i>must</i> have a blood lead test. 	<ul style="list-style-type: none"> • The parent, guardian, or custodian <i>may (must, if dually enrolled)</i> attach to Form A evidence of immunizations or a notarized exemption for the first year. • The student <i>must</i> have a blood lead test. 	<ul style="list-style-type: none"> • The parent, guardian, or custodian is <i>not required</i> to provide proof of immunization or a notarized exemption. • The student is <i>not required</i> to have a blood lead test.
Evaluations for Adequate Annual Progress (299.4, 299A.1(2)“b” & 299A.4)	<ul style="list-style-type: none"> • The supervising teacher <i>must</i> monitor the student for adequate annual progress. • The district or area education agency (AEA) <i>must</i> provide access to one courtesy standardized assessment at no cost and without requiring dual enrollment. • The HSAP <i>may</i> require assessment as a condition of enrollment. 	<ul style="list-style-type: none"> • The student <i>may</i> be evaluated annually and report results to the district by August 1 of the year of instruction. • The district or AEA <i>must</i> provide access to one courtesy standardized assessment at no cost and without requiring dual enrollment. 	<ul style="list-style-type: none"> • The student is <i>not required</i> to be annually evaluated or to report results to the district. • The district <i>must</i> provide a courtesy standardized assessment at no cost if the parent, guardian, or custodian requests it and provides the district with sufficient advance notice.

Area (Iowa Code Citation)	Competent Private Instruction by a Licensed Practitioner (Option 1)	Competent Private Instruction by a Parent, Guardian, or Custodian (Option 2)	Independent Private Instruction
Dual Enrollment (299A.8)	The student <i>may</i> dual enroll in the district for academics, special education, and/or extracurricular activities (e.g., athletics). If dually enrolled, the student <i>must</i> file Form A with the district.	The student <i>may</i> dual enroll in the district for academics, special education, and/or extracurricular activities (e.g., athletics). If dually enrolled, the student <i>must</i> file Form A with the district.	The student <i>cannot</i> dual enroll in the district for academics, special education, or extracurricular activities (e.g., athletics).
Senior Year Plus (261E)	The student <i>may</i> dual enroll in the district for Senior Year Plus programming. If dually enrolled, the student <i>must</i> submit Form A to the district by September 1 of the year of enrollment.	The student <i>may</i> dual enroll in the district for Senior Year Plus programming. If dually enrolled, the student <i>must</i> submit Form A to the district by September 1 of the year of enrollment.	The student <i>may</i> only access concurrent enrollment courses in community colleges under Iowa Code section 261E.8 . No other options are available.
Access to Iowa e-Learning Central	The student <i>may</i> dual enroll in the district to access Iowa e-Learning Central's high-quality, standards-aligned course content and resources.	The student <i>may</i> dual enroll in the district to access Iowa e-Learning Central's high-quality, standards-aligned course content and resources.	The student <i>cannot</i> access the Iowa e-Learning Central course content and resources.
Driver's Education (321.178)	The district <i>must</i> offer or make driver's education available. Dual enrollment is <i>not required</i> .	The district <i>must</i> offer or make driver's education available. Dual enrollment is <i>not required</i> .	The district <i>must</i> offer or make driver's education available. Dual enrollment is <i>not required</i> .

Private Instruction Frequently Asked Questions

The FAQs section is grouped around the following topics:

- [Private Instruction](#),
- [Competent Private Instruction](#),
- [Independent Private Instruction](#),
- [Dual Enrollment and Home School Assistance Programs](#),
- [Annual Achievement Evaluations](#),
- [Special Education](#),
- [Driver's Education](#), and
- [Access to Iowa e-Learning Central](#).

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 § 299A.1(2)“c”). It includes:

- CPI provided by or under the supervision of a licensed practitioner (Option 1), which may include:
 - Enrollment in the resident district's HSAP (if offered),
 - Instruction by an appropriately licensed* teacher that is privately retained (i.e., at their own expense) by the family, or
 - Instruction provided by an appropriately licensed* parent, guardian, or custodian.
- CPI provided by a parent, guardian, or custodian (Option 2), such as a homeschooled student in a non-accredited nonpublic school.
- Independent private instruction (IPI).

**Appropriately licensed means the individual has a current Iowa teaching license appropriate for the student's grade level and the content area(s) being taught.*

Competent Private Instruction

2. What is Competent Private Instruction?

Competent Private Instruction (or CPI) means 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;
- Provided by or under the supervision of a licensed practitioner in the manner provided under [Iowa Code section 299A.2](#) (Option 1) or provided by a parent, guardian, or custodian under [Iowa Code section 299A.3](#) (Option 2); and
- Which results in the student making adequate progress (Iowa Code § 299A.1(2)“a”).

3. What does “adequate progress” mean?

“Adequate progress” means evaluation scores above the 30th percentile based on national norms in each of the required areas (see Table 2) and indicate the student has made six months' progress from the previous evaluation or is at or above grade level for their age (Iowa Code § 299A.6(4)).

Table 2. Adequate Progress Required Areas by Grade.

	Grades 1-5	Grades 6-12
Required Evaluation Areas	<ul style="list-style-type: none"> • Reading, • Language arts, and • Mathematics. 	<ul style="list-style-type: none"> • Reading, • Language arts, • Mathematics, • Science, and • Social studies.

4. May any student receive CPI?

Generally, yes. There are two CPI options for a parent, guardian, or custodian to enroll their student under:

- CPI Option 1 is private instruction provided or supervised by a licensed practitioner consistent with Iowa Code section 299A.2.
- CPI Option 2 is private instruction provided by a parent, guardian, or custodian consistent with Iowa Code section 299A.3.

5. How do I enroll my student in CPI under Option 1?

Under Option 1 (*CPI provided or supervised by a licensed practitioner*), a parent, guardian, or custodian simply completes the CPI report (Form A – available from the resident district or beginning on page 35) and returns it to the *resident district by September 1* or within 14 days of commencing CPI.

Prior Written Approval Required for CPI Students Identified for Special Education

If a student has been identified as requiring a special education program or services, the parent, guardian, or custodian must obtain prior written approval from their resident AEA’s special education director before the student may be homeschooled or enrolled in a non-accredited nonpublic school. However, if the parent, guardian, or custodian does not consent to the student’s initial evaluation (or reevaluation) to receive special education services or programs, this approval is not required (Iowa Code §§ 299.4 & 299A.9; Iowa Admin. Code r. 281—31.5(1)“f” & 31.10).

6. If a parent, guardian, or custodian chooses to provide CPI under Option 1, where can they find an appropriately licensed Iowa teacher to provide supervision and/or instruction?

The parent, guardian, or custodian may:

- Ask the local district if they have an HSAP or know of teachers willing to work with CPI students;
- Privately retain (i.e., at their own expense) an appropriately licensed teacher; or
- Visit www.homeschooliowa.org or email referrals@homeschooliowa.org for assistance.

7. How do I enroll my student in CPI under Option 2?

Under Option 2 (*CPI provided by a parent, guardian, or custodian*), a parent, guardian, or custodian may enroll their student in one of the following:

- Option 2 with dual enrollment,
- Option 2 with optional reporting, or
- Option 2 with no reporting (also referred to as the Private Instruction Exemption).

This selection determines what the requirements are. Requirements by type of Option 2 enrollment are summarized in Table 3.

Table 3. Parent, Guardian, and Custodian Responsibilities by Option 2 Enrollment Type.

Parent, Guardian, and Custodian Requirement	Option 2 With Dual Enrollment	Option 2 With Optional Reporting	Option 2 With No Reporting (Private Instruction Exemption)
Complete Form A and return it to the resident district by September 1 or within 14 days of commencing CPI.	The parent must complete Form A to dual enroll the student in academics, extracurricular activities, and/or special education services (see previous Prior Written Approval section).	The parent must complete Form A to dual enroll the student in academics, extracurricular activities, and/or special education services (see previous Prior Written Approval section).	The parent does not complete Form A and cannot dual enroll the student (see the Private Instruction Exemption and Ineligibility for Dual Enrollment section).
Ensure the student is evaluated annually to determine whether they are making adequate progress.	The parent must annually evaluate the student to determine if they are making adequate progress.	The parent may (must, if dually enrolled) annually evaluate the student to determine if they are making adequate progress.	The parent does not annually evaluate the student and cannot dual enroll them.
Ensure the results of the student’s annual evaluation are reported to their resident district by August 1 of each year they are under CPI.	The parent must submit the annual evaluation form (and attach a copy of the annual evaluation results) to the resident district.	The parent may submit the annual evaluation form (and attach a copy of the annual evaluation results) to the resident district.	The parent does not submit the annual evaluation form nor attach the evaluation results because no evaluation was conducted.

Private Instruction Exemption and Ineligibility for Dual Enrollment

A parent, guardian, or custodian who chooses Option 2 with no reporting is utilizing the “Private Instruction Exemption” and, by doing so, relinquishes the ability to dual enroll for academics, extracurricular activities, and/or special education services. Dual enrollment requires compliance with the reporting requirements of Iowa Code section 299.4 and assessment requirements of 299A.4. Conversely, a parent that dual enrolls their student for academics, athletics, and/or special education services relinquishes the option to utilize the Private Instruction Exemption and must complete Form A.

Recommended District Notification of Private Instruction Exemption Use

A parent, guardian, or custodian who chooses Option 2 and chooses not to report to the district (i.e., uses the Private Instruction Exemption) may wish to notify the district of the decision to use the exemption. By doing so, the district will presume that the student of compulsory attendance age meets all applicable compulsory attendance requirements. *It is important to note that not complying with CPI law subjects the parent, guardian, or custodian to truancy prosecution.*

8. What does compulsory attendance age mean?

Compulsory attendance age includes a student who has reached the age of:

- Six and is younger than 16 years old by September 15,
- Five by September 15 and is enrolled in a school district unless the parent, guardian, or custodian submits written notice to the district that they intend to remove the child from the district, or

- Four by September 15 and is enrolled in the Statewide Voluntary Preschool Program unless the parent, guardian, or custodian submits written notice to the district implementing the program that they intend to remove the child from the program (Iowa Code § 299.1A(1)-(3)).

9. Which students of compulsory attendance age must complete a Form A?

Form A must be filed for a student of compulsory attendance age if receiving CPI from:

- A licensed practitioner (Option 1), which includes:
 - Enrollment in the resident district's HSAP (if offered),
 - Instruction by an appropriately licensed teacher that is privately retained (i.e., at their own expense) by the family, or
 - Instruction provided by an appropriately licensed parent, guardian, or custodian.
- A parent, guardian, or custodian (Option 2) with dual enrollment in a school district.

Form A may also be filed for a CPI student under Option 2 without dual enrollment (referred to as Option 2 with optional reporting) and for those not of compulsory attendance age (i.e., five years old by September 15, 16 years of age or older by September 15; Iowa Code §§ 299.1A & 299.4).

10. Does Form A have to be filed for a student who attends a non-accredited school?

Yes. Form A must be filed for each student of compulsory attendance age who is enrolled in a non-accredited nonpublic school (Iowa Code § 299.4). For students enrolled in an HSAP, see the following Dual Enrollment and Home School Assistance Programs (HSAP) section.

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

In general, no. No teacher supervision or annual evaluation reporting (Form A) is required for students who are not of compulsory attendance age. However, this should not be taken to mean that a student younger or older than compulsory attendance age cannot receive CPI. Any student who is five years of age by September 15 and under 21 years of age who has not completed the equivalent of a high school diploma may receive CPI (Iowa Code § 299.4; Iowa Admin. Code r. 281—31.2).

Please note the following exceptions:

- A family who has a student younger than five that has been identified for early childhood special education services should complete and return Form A.
- A family may apply for dual enrollment for their student who is not of compulsory attendance age by submitting Form A with only questions 1, 2, and 9 completed.

12. Is the CPI report (Form A) a public document? If yes, how do I opt-out of my student's information being released?

Yes, Form A is a public document. The student's resident school district and AEA are required to maintain a copy of the student's form for five years and, if requested through Iowa's open records law, to provide certain information (Iowa Admin. Code r. 31.5(1)). However, that does not mean that all the information on the form is public information. A district cannot release the following information to unauthorized persons without parental consent or statutory authorization:

- Immunization information;
- Special education status;
- Instructional program information;
- Number of days under CPI;
- All information about the licensed teacher who is providing or supervising the instruction; and
- All standardized assessment, portfolio evaluation, and accredited correspondence school report card or transcript information.

In addition, the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. § 1232g(4)(a)(i-ii)) provides that a parent, guardian, or custodian may instruct the district not to release any information that is usually regarded as public directory information (e.g., name) to unauthorized persons (Iowa Code § 22.7(1)). To do so, the parent, guardian, or custodian must follow the instructions provided in the FERPA notice received from the district when Form A was requested.

13. 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 parent, guardian, or custodian decides the type of curriculum and instructional materials that will be used for CPI. However, the parent, guardian, or custodian must provide instruction in the required content areas.

14. Are diplomas available for students who are homeschooled?

It depends. The resident district decides whether to issue a CPI student a diploma; the Department cannot issue a diploma. Students are required to meet all applicable state-mandated and locally-determined graduation requirements to receive a diploma. The student must have completed at least:

- One-half ($\frac{1}{2}$) unit of financial literacy;
- One (1) unit of physical education ($\frac{1}{8}$ unit for eight semesters);
- Three (3) units in science;
- Three (3) units of mathematics;
- Three (3) units of social studies, which must include:
 - One-half ($\frac{1}{2}$) unit of United States government and
 - One (1) unit of American history;
- Four (4) units in English language arts; and
- Any additional graduation credits or units are locally determined.

If the student desires a diploma from the district, they should contact their resident high school's administrators during their eighth-grade year to coordinate these credits.

15. May a parent, guardian, or custodian provide CPI via a correspondence school?

Yes. The curriculum can come from any source, including a correspondence school. If the student's curriculum is provided by a correspondence school, the student must be annually assessed unless the school is accredited or the teacher providing instruction or supervision is an Iowa-licensed teacher (Iowa Admin. Code r. 31.8(4) & 31.9(4)).

16. Are students who receive CPI exempt from the immunization requirements?

Only to the same extent that a regularly enrolled student is exempt by filing a medical or religious exemption (Iowa Admin. Code r. 641—7.3). To obtain the exemption form, see the [Iowa Department of Public Health website](#) or call (1-800-831-6293, extension 1). Dually enrolled students under options 1 and 2 must provide evidence of immunization or a notarized exemption waiver.

17. Are students who receive CPI exempt from all health screening requirements?

No. Iowa law requires all CPI students under the age of six to have a blood lead test (Iowa Admin. Code r. 641—67.6(1)). The district will verify compliance with this requirement for students enrolling in kindergarten and for CPI dually enrolled Option 1 and Option 2 students under the age of six. This will be done by matching the names of these students with the Iowa Department of Health's blood lead database. The dental screening, vision examinations, and blood lead test reporting do not apply to IPI students.

18. May a student who has been identified as requiring a special education program or services receive CPI?

Yes, if the parent, guardian, or custodian obtained prior written approval from their resident AEA's special education director. This must be done before the student can be homeschooled or enrolled in a non-accredited nonpublic school. However, this approval is not required if the parent, guardian, or custodian does not consent to initial evaluation (or to reevaluation) of the student to receive special education services or programs (Iowa Code §§ 299.4 & 299A.9; Iowa Admin. Code r. 281—31.5(1)“f” & 31.10).

Independent Private Instruction

19. What is independent private instruction?

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

- Is not accredited;
- Enrolls not more than four unrelated students;
- Does not charge tuition, fees, or other remuneration for instruction;
- Provides private or religious-based instruction as its primary purpose;
- Provides enrolled students with instruction in mathematics, reading and language arts, science, and social studies;
- Provides, upon written request from the superintendent of the school district in which the IPI is provided or from the director of the Department, a report identifying the primary instructor, location, name of the authority responsible for the IPI, and names of the students enrolled;
- Is not a nonpublic school and does not provide CPI as defined in Iowa Code section 299A.1 and the rules in Iowa Administrative Code chapter 31; and
- 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 \(Compulsory education\)](#) and [299A \(Private instruction\)](#); Iowa Code § 299A.1(2)“b”).

20. May any student receive IPI?

Generally, yes.

21. How do I enroll my student in IPI?

There is no form required to enroll a student in IPI. A parent, guardian, or custodian choosing IPI is *highly encouraged* to inform their resident district that they will be choosing to provide IPI. This notification indicates to the district that the family is meeting the compulsory education requirements. *It is important to note that noncompliance with IPI law and rules subjects the parent, guardian, or custodian to truancy prosecution.*

22. What are the district's responsibilities regarding IPI?

The district must comply with requirements of truancy law and may request a report from a parent, guardian, or custodian identifying: the primary instructor, location, name of the authority responsible for the IPI, and names of the enrolled students (Iowa Admin. Code r. 281—31.1(2)“b”(6)).

The district cannot provide an IPI student with public school services, which includes dual enrollment for academics, extracurricular activities, and/or special education programs and services.

23. Is an IPI family still under compulsory attendance law?

Yes. A family who chooses IPI must still meet the requirements of the compulsory attendance law (Iowa Code § 299.1).

24. Is a family held accountable for their student making adequate student progress?

Yes. An IPI instructor is responsible for accounting for their student's progress but does not report student progress to the district or Department.

25. How does a district know that an IPI family is teaching the four required content areas?

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

26. How does a district know that a family is teaching not more than four unrelated students?

The resident district superintendent (or director of the Department) may request a report from a parent, guardian, or custodian identifying the primary instructor, location, name of the authority responsible for the IPI, and names of the students enrolled.

27. Are diplomas available for IPI students?

The Department cannot issue a high school diploma nor verify completion of high school for employment purposes. It is a local decision to award credit for any or all coursework completed in the homeschool setting and to issue a high school diploma.

28. Are students who receive IPI exempt from the immunization requirements?

Yes. A student who receives IPI is exempt from all state statutes except as otherwise provided in Iowa Code chapters 299 (Compulsory education) and 299A (Private instruction).

29. Are students who receive IPI exempt from the health screening requirements?

Yes. A student who receives IPI is exempt from all state statutes except as otherwise provided in Iowa Code chapters 299 and 299A.

30. May a student who has been identified for special education receive IPI?

Yes. However, by receiving IPI, the student waives their rights to all special education programming and services. 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 AEA. The IEP team should meet to document the transition to IPI, document revocation of parental consent, and provide notice of impacts to compensatory education during the period consent for service was revoked (Iowa Admin. Code r. 281—41.30).

Dual Enrollment and Home School Assistance Programs (HSAPs)

31. What is dual enrollment? What's the district required to do?

Dual enrollment occurs when a student receiving CPI enrolls in a public school district for the purpose of attending one or more courses, participating in extracurricular activities offered by the district, and/or obtaining a special education program or services if required by the individualized education plan (IEP; Iowa Code § 299A.8; Iowa Admin. Code r. 281—31.6).

If the parent, guardian, or custodian of a dually enrolled student requests instructional materials from the district, the district must provide appropriate instructional materials on the same basis as these materials are provided to regularly enrolled students (for more information on materials, see #34 of the FAQs; Iowa Admin. Code r. 281—31.5(4)“b”).

32. If a student is not of compulsory attendance age, can they dual enroll?

Yes. A student not of compulsory attendance age may dual enroll if they are receiving CPI and will be five years of age by September 15 or are under 21 years of age and have not graduated from CPI (or the equivalent thereof; Iowa Admin. Code r. 281—31.6(1)).

The parent, guardian, or custodian may apply for dual enrollment for a student who is not of compulsory attendance age by filing Form A with only items 1, 2, and 9 completed. No teacher supervision or annual evaluation reporting is required for the student who is not of compulsory attendance age. Students who are receiving special education services would need to complete #8 on Form A, indicating that they want to dual enroll for special education.

33. In what school district activities may a dually enrolled student participate?

A student under dual enrollment:

- May participate in academic or instructional programs on the same basis as any regularly enrolled student (Iowa Admin. Code r. 281—31.6(2)).
- May participate in extracurricular activities on the same basis as any regularly enrolled student (Iowa Admin. Code r. 281—31.6(3) & 36.15(5)“b”). Students who are dually enrolled for participation in extracurricular activities must meet the [extracurricular eligibility requirements](#) and those established by the local school district.
- Is eligible to enroll in courses that offer secondary and postsecondary credit on the same basis as any regularly enrolled student (Iowa Admin. Code r. 281—31.6(2)).
- Is eligible to receive AEA services and special education support, if identified as an entitled individual, on the same basis as any regularly enrolled student (Iowa Admin. Code r. 281—31.6(5)).

34. If a parent, guardian, or custodian of a dually enrolled student requests instructional materials, what does the district need to do?

If requested, the district must provide appropriate instructional materials to the dually enrolled student on the same basis these materials are provided to regularly enrolled students (Iowa Admin. Code r. 281—31.5(4)).

Dual enrollment for “materials only” (without dual enrollment in a related course or activity) is permissible only if the district offers materials to regularly enrolled students without regard to course or activity enrollment (Iowa Admin. Code r. 281—31.5(4)). “Instructional materials” do not include teachers’ materials (e.g., teachers’ editions, test answer keys) for textbooks and other instructional materials currently in use by the district. However, the district may provide teachers’ manuals, tests for textbooks, and other instructional materials that the district no longer uses (if available).

Because the purchase of instructional materials is supported by public funds, the public agency (i.e., district) has final authority to determine the appropriateness of instructional materials. The use of public funds for this purpose also means:

- The district is the ultimate owner of the materials; in all cases, texts and materials (unless of a consumable nature) must be returned to the district at the end of the school year.
- A district is *prohibited* from reimbursing or making monetary payments (directly or indirectly) to any parent, guardian, or custodian (or any other private individual) for instructional materials or supplies. This includes stipends, gift cards, blank purchase orders, scholarships for materials or supplies, or other financial instruments.
- The district is *prohibited* from providing instructional materials that are religious in nature, as these are not appropriate for use with the regularly enrolled population.
- The district should utilize its policy and curriculum adoption procedures when selecting materials for HSAP use or providing materials for families who have recommended or requested materials.

35. May a student be dually enrolled in any school district?

No. A student may dual enroll only in their resident district. However, a student may open enroll to another district and dual enroll in the receiving district (Iowa Admin. Code r. 281—17.10(2)).

36. How does a student use open enrollment to dual enroll in a district other than the resident district?

The parent, guardian, or custodian needs to follow the usual open enrollment procedures and file their application with the resident and receiving districts by the established deadline:

- For students in grades one to 12, applications are due by March 1 of the preceding school year.
- For incoming preschool students receiving special education services requiring specially designed instruction (SDI) and incoming kindergarten students, the applications are due by September 1 of the current school year.

For more information, see the Open Enrollment Handbook on the [Open Enrollment webpage](#).

37. May a student receiving CPI or IPI enroll in a Senior Year Plus program?

Yes, but the options differ for CPI and IPI students. A student receiving CPI (either under Option 1 or Option 2 after completing Form A) may enroll in any Senior Year Plus program, including:

- Advanced placement courses offered by the district,
- Postsecondary enrollment options (PSEO) under Iowa Code section 261E.7, and
- Concurrent enrollment in community college courses under Iowa Code section 261E.8.

An IPI student may only enroll in concurrent enrollment courses; no other Senior Year Plus options are available to IPI students. To enroll in concurrent enrollment courses, the IPI student must contact their resident district.

38. May a dually enrolled CPI student take PSEO courses?

Yes. A dually enrolled CPI student may take PSEO courses if they are: a ninth or 10th grade student identified by their resident district as talented and gifted and meet all [other eligibility requirements](#) (*In re Meggan Stone*, 19 D.o.E. App. Dec. 104) or an 11th or 12th grade student.

Students interested in enrolling in PSEO courses must consult page 54 of the Senior Year Plus Handbook for guidance.

39. How many courses (PSEO or those offered by the district) may a dually enrolled student take?

A parent, guardian, or custodian cannot use dual enrollment to enroll a student in all courses with the district. Students who are dually enrolled must receive at least 25% of their instruction in the home (at least two classes), but the student cannot receive more than 75% of their instruction in the school where they dual enroll (e.g., a student could take five of seven classes via dual enrollment), which includes concurrent enrollment or PSEO courses (Declaratory Ruling #44, 5 D.o.E. App. Dec. 33). Also, the PSEO program provides that a student cannot enroll on a full-time basis in a postsecondary institution under PSEO (Iowa Code § 261E.7(2)).

40. What must I do to receive a free standardized assessment for my child?

A parent, guardian, or custodian must submit a timely request to their school district for a free standardized assessment.

41. Does dual enrollment cost a student or their family any money?

No. However, a district may charge a dually enrolled student a fee if a regularly enrolled student is also charged the same fee. For example, if a regularly enrolled student is charged a driver's education fee, the district may also charge a dually enrolled student participating in the course that same fee. This also includes any costs associated with a dually enrolled student's participation in student activities, co-curricular activities, and extracurricular activities (e.g., band uniform cleaning, saxophone reeds, mouth guard for football).

A district cannot charge the dually enrolled student the same total amount of student fees as they would charge a regularly enrolled student. The district must prorate the total fee charged to the dually enrolled student based on the amount of time the student is present in the district (OAG #93-7-3(L)). If a dually enrolled student is financially eligible for a full or partial student fee waiver and has an approved waiver application, the district must waive any student fees associated with dual enrollment in whole or in part (Iowa Admin. Code r. 281—18.3).

42. What public funds does a district receive for a dually enrolled student?

- For a dually enrolled student in kindergarten through eighth grade, the district receives one-tenth of the state aid it would receive for a regularly enrolled student in those grades.
- Students who are dually enrolled solely to participate in ungraded extracurricular activities do not receive any state aid. For students who dual enroll in activities that include a graded component, the district receives one-tenth of the state aid it would receive for a regularly enrolled student in those activities.
- Students dually enrolled in grades nine through 12 for purposes other than, or in addition to, participation in extracurricular activities are counted by the district as a shared-time student. The district reduces the shared-time student's tuition by the amount the district received in increased state aid (if applicable) by the counting of the student (Iowa Code §§ 257.6(1) & 299A.8).

43. What is a home school assistance program (HSAP)?

An HSAP is a district-funded option for CPI students to utilize to receive instruction or instructional supervision from a properly licensed instructor.

44. Is a district required to have such a program?

No. Districts are not required to have an HSAP but may provide the option to CPI students (IPI students are not eligible). If a district does have such a program, the district must employ at least one properly licensed instructor to provide instruction or instructional supervision of the CPI. The instructor must:

- Have contact with the student and their parent, guardian, or custodian at least four times per quarter, with half of such contacts being face-to-face with the student; and
- Advise the parent, guardian, or custodian about lesson plans, instructional materials, teaching and learning techniques, evaluation of student learning, and planning.

45. What does a family need to do to participate in an HSAP?

To participate in an HSAP (whether under Option 1 or Option 2), a parent, guardian, or custodian must fill out Form A for each student. At a minimum, the parent, guardian, or custodian must complete questions 1, 3, and 5 of the form. However, a district may require the entire form to be completed to participate in its HSAP (Iowa Code § 299.4(2); Iowa Admin. Code r. 31.5(5)).

46. What are the benefits of enrollment in an HSAP?

There are several benefits to HSAP participation, including:

- A student in an HSAP is not required to be assessed annually to determine whether the student is making adequate educational progress because the district is employing a licensed instructor to provide or supervise the CPI.
- If requested, the district must provide appropriate instructional materials to the parent, guardian, or custodian on the same basis these materials are provided to a regularly enrolled student (Iowa Admin. Code r. 281—31.5(4) & 31.5(5)).
- The district has the final say in what is provided.

47. If I dual enroll my child, does that mean they are automatically enrolled in an HSAP or vice-versa?

No. A student who receives CPI may:

- Be both dually enrolled and enrolled in an HSAP,
- Be enrolled in either one (dual or HSAP enrolled), or
- Choose not to be enrolled in either.

If a district has an HSAP and the parent, guardian, or custodian wishes to have a student enrolled in that program, the student must be specifically enrolled for that purpose. Dual enrollment alone does not automatically allow the student to participate in the HSAP (Iowa Code § 299A.8).

48. What is the difference between dual enrollment and an HSAP?

The differences between dual enrollment and enrollment in an HSAP are outlined in the following table.

Table 4. Differences Between Dual Enrollment and HSAP Enrollment.

	Dually Enrolled	Enrolled in an HSAP	Dually Enrolled and Enrolled in an HSAP
Access to Academic Courses, Extracurricular Activities, and Special Education Services	The dually enrolled student may access all the district’s academic courses, extracurricular activities, and/or special education services on the same basis as a regularly enrolled student has access.	The HSAP student must dual enroll to participate in the district’s academic courses, extracurricular activities, and/or special education services.	A dually enrolled HSAP student may access all the district’s academic courses, extracurricular activities, and/or special education services on the same basis as a regularly enrolled student has access.
Reporting on Adequate Annual Progress	Dually enrolled CPI Option 1 (licensed practitioner) students are not required to provide proof of adequate progress; however, dually enrolled CPI Option 2 (unlicensed parent) are required to provide proof. Option 2 without reporting (Private Instruction Exemption) cannot dual enroll.	HSAP (considered CPI Option 1) students are not required to provide proof of adequate annual progress (unless the HSAP requires it as a participation condition) because the HSAP must provide a properly licensed instructor.	Dually enrolled students of compulsory attendance age must provide proof of adequate annual progress unless working with a licensed instructor. HSAP students are not required to be evaluated annually (unless the HSAP requires it as a participation condition) because the HSAP must have a licensed instructor.

49. May a student be enrolled in any school district’s HSAP?

No. A student may only enroll in their resident district’s HSAP (if available). However, a student may open enroll from their resident district to another Iowa district (i.e., receiving district) and then enroll in the receiving district’s HSAP (Iowa Admin. Code r. 281—17.10(2) & 31.7).

50. How does a student use open enrollment to enroll in an HSAP?

The parent, guardian, or custodian must follow the usual procedures of the open enrollment law and file the application with the resident and receiving districts by the established deadline:

- For students in grades one to 12, applications are due by March 1 of the preceding school year.
- For incoming preschool students receiving special education services requiring SDI and incoming kindergarten students, the applications are due by September 1 of the current school year.

For more information, see the [Open Enrollment webpage](#) for the Open Enrollment Handbook.

51. Is there any cost to a student or their family to participate in an HSAP?

No.

52. What public funds does a district receive for a student enrolled in an HSAP?

The district receives three-tenths the amount of state aid it receives for a regularly enrolled student (Iowa Code § 257.6(1)“a”(5)).

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

Yes. To ensure student participation, a parent, guardian, or custodian must notify the district no later than: September 1 of the school year for which the dual enrollment is sought; and September 15 of the school year for which the HSAP enrollment is sought. A district may decide to extend the deadline(s).

Exception: If the parent, guardian, or custodian moves into the district or withdraws the student from an accredited public or nonpublic school after the September deadlines have passed, they will have up to 14 days to either dual enroll and/or request to participate in the HSAP, if the district offers one (Iowa Admin. Code r. 281—31.6).

54. Can a student who attends an accredited nonpublic school be dually enrolled or enrolled in an HSAP?

No. Students cannot be enrolled in two schools that are accredited by the State of Iowa at the same time.

55. Can an IPI student be dually enrolled or enrolled in an HSAP?

No. IPI does not allow for dual enrollment for academic courses, extracurricular activities, or special education services with the district. These enrollments are available only to students who receive CPI (Iowa Code § 299A.8).

56. Is the Home Language Survey required for dual and HSAP enrolled students?

Yes. This is a civil rights and equity requirement. This is to ensure that schools do not discriminate against dually enrolled or HSAP students who are also identified or might also be identified as English learners (ELs).

Annual Achievement Evaluations

57. What are the initial baseline and annual evaluation requirements?

If your student is receiving CPI in Iowa without the Private Instruction Exemption (Option 2 with no reporting), there are three choices to fulfill the initial baseline and annual achievement evaluation requirements:

- A standardized assessment,
- A portfolio assessment or evaluation, or
- A report card or transcript from an accredited correspondence school.

The flowchart (page 45) helps to explain the evaluation options (Iowa Admin. Code r. 281—31.8). Please also note the following:

- *Baseline Evaluation:* If a student is tested prior to their seventh birthday, those results cannot be used as the baseline evaluation.
- *Applicability of Reporting Requirements:* The reporting requirements, including Form A, apply to dually enrolled students receiving CPI under both options 1 and 2.
- *Homeschool Students Subject to the Annual Evaluation:* Homeschooled students subject to the annual evaluation requirement may be tested annually in the required 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, the test scoring service’s score report must include national percentile ranks and national grade equivalents.

58. Does a CPI or IPI family pay for the standardized assessment? Can a parent administer a standardized assessment?

No. No fee is charged to the CPI parent, guardian, or custodian (Iowa Code § 299A.8). Parents of IPI students may request an annual standardized assessment as a courtesy and at no cost to them.

Generally, a parent, guardian, or custodian cannot administer the test to their students. Test publishers determine the administration and security protocols and who may access, administer, and proctor the assessment. However, Iowa Administrative Code provides an exception if all the following are true:

- The parent, guardian, or custodian purchases an approved assessment instrument from an accredited school (e.g., Bob Jones University) and
- The publisher of the test determines that the parent, guardian, or custodian is a qualified test administrator (Iowa Admin. Code r. 281—1.5(2)“c”).

59. What are the requirements of a portfolio assessment? How many portfolios may a portfolio evaluator assess?

The requirements of a portfolio assessment are outlined in the following table. For each subject area to be evaluated, the portfolio must include examples of the student’s work and may include student self-assessments. The portfolio may also include a list of, or a reference to, material from the student’s textbooks and resource materials for each subject area.

The portfolio must also be assessed by an appropriate portfolio evaluator. The portfolio evaluator must have an current Iowa teaching license appropriate for the student’s age, grade level, and content areas. A portfolio evaluator cannot evaluate the portfolios of more than 25 students per year without the permission of the Department’s director.

Table 5. Portfolio Assessment Requirements.

Requirement	Students Grades 1-5	Students Grades 6-12
Required Evidence	At a minimum, evidence of adequate academic progress in the following curriculum areas: <ul style="list-style-type: none"> • Reading, • Language arts, and • Mathematics. 	At a minimum, evidence of adequate academic progress in the following curriculum areas: <ul style="list-style-type: none"> • Reading, • Language arts, • Mathematics, • Science, and • Social studies.

Requirement	Students Grades 1-5	Students Grades 6-12
Required Contents	<p>For each curriculum area, the portfolio must include:</p> <ul style="list-style-type: none"> • A book of lesson plans, • A diary or other written record indicating the subject matter taught and activities in which the student has been engaged, • An outline of the curriculum used by the child, • Copies of tests or other formal or informal assessment instruments used to measure student progress over the course of the academic year, • A copy of the baseline evaluation, and • The most recent assessment report of student's annual progress. 	<p>For each curriculum area, the portfolio must include:</p> <ul style="list-style-type: none"> • A book of lesson plans, • A diary or other written record indicating the subject matter taught and activities in which the student has been engaged, • An outline of the curriculum used by the child, • Copies of tests or other formal or informal assessment instruments used to measure student progress over the course of the academic year, • A copy of the baseline evaluation, and • The most recent assessment report of student's annual progress.
Report	<p>The report must be in narrative form and reflect the student's progress in reading, language arts, and mathematics.</p>	<p>Progress must be shown in reading or literary materials, language or written expression, mathematics or qualitative thinking, science, and social studies.</p>

60. What is adequate progress for purposes of annual evaluation?

For students receiving CPI under Option 2 with optional reporting of annual evaluation results using:

- A standardized assessment, adequate progress means all the student's composite scores in the subjects required for reporting (see Table 2) are above the 30th percentile based on national learning norms and indicate at least six months' progress from the previous evaluation results or that the student is at or above grade level for the student's age (Iowa Code § 299A.6(3)).
- A portfolio assessment or evaluation, adequate progress means the appropriately licensed Iowa teacher determines that adequate progress was made in the required subject areas.
- A report card or transcript from an accredited correspondence school, adequate progress means the student received a passing grade (A, B, or C) in all the subjects required for reporting.

61. What happens if the student does not make adequate progress?

If a CPI student fails to make adequate progress on the annual student achievement evaluation, the director of the Department (or their designee) must notify the student's parent, guardian, or custodian that the student must be enrolled in an accredited nonpublic school or the resident school district at the beginning of the next school year or provide a remediation plan for up to one school year to improve instruction and address the area of skill deficit identified by the evaluation (Iowa Code §§ 299A.7). The family may consider any of the options for the provision of proof of adequate progress to demonstrate growth:

- The student retakes the same evaluation or another Department-approved evaluation (see page 43 for the approved list), and those results indicate that adequate progress has been made;
- A collection of the student's work in all their required core areas is evaluated by a portfolio review complying with questions 57 and 59 and has demonstrated adequate performance in the opinion of a portfolio evaluator and documented such progress in a written summation of their findings;

- The family may submit a transcript from an accredited online provider that indicates the child earned a C or the equivalent of a C in the required core areas for their grade; or
- The director of the Department (or their designee) grants permission to continue CPI under an approved remediation plan designed to improve instruction for up to one school year (Iowa Code §§ 299A.6 & 299A.7).

62. If a student is beyond compulsory attendance age, is an annual evaluation required?

No. A student beyond compulsory attendance age (i.e., older than 16 by September 15) is not required to take an annual achievement evaluation. However, an annual evaluation may be provided upon timely parental request. If the student is dually enrolled for activities, please see #33 of the FAQs for eligibility requirements.

63. Are dual and HSAP enrolled students required to participate in the district’s universal screening for K-3 early literacy under Iowa Code section 279.68?

No. The early literacy universal screening requirements in Iowa Code section 279.68 requires districts to offer HSAP and/or dually enrolled students the same services as they provide to any other student in the district (e.g., universal screening) but do not require dually enrolled and HSAP students to participate. Specifically, districts must offer (but cannot compel) any dually enrolled or HSAP student (or their parent, guardian, or custodian) to take part in any of the following: universal screening, progress monitoring, a parent contract, additional intensive reading instruction, or 90 minutes of evidence-based instruction per day.

For more information, see the Department’s guidance on the [Early Literacy Implementation webpage](#).

64. Can a parent of a dual and/or HSAP enrolled student gain access to a district’s K-3 literacy universal screener and directly administer it to their student?

No. Access to universal screening instruments is only available to district instructional staff that have completed required training on screening administration. No parent, guardian, or custodian may access such instruments (even if the student is full-time). If a parent is interested in universal screening for their student, the parent will need to consider dual enrollment in the content area utilizing the desired screener. Screeners are not approved for use in providing proof of adequate annual progress.

65. Is a dual and/or HSAP enrolled EL required to take the English Language Proficiency Assessment for the 21st Century (ELPA21) assessment?

No. Like the Iowa Statewide Assessment of Student Progress (ISASP) for all students, ELPA21 is recommended but not required for dual or HSAP enrolled students.

Special Education

66. May a student identified for special education receive such services from the AEA and resident district if their family has received written permission to provide CPI from the AEA’s special education director?

Yes. If the parent, guardian, or custodian dual enrolls the student in the resident district, the AEA and district must provide the student with special education services to the same extent that a regularly enrolled student receives them. Diagnostic evaluations are to be provided to all students, regardless of enrollment status (Iowa Code §§ 256.12(2) & 299A.8).

Note: If the parent, guardian, or custodian of a student receiving CPI under Option 2 dually enrolls the student in the resident district, the parent relinquishes the Private Instruction Exemption (i.e., Option 2 with no reporting) and must fill out a Form A.

67. May a district require a dually enrolled CPI student identified for special education services to come to the district’s premises to receive such services?

Yes. A district or AEA may provide special education services to such a dually enrolled student either at the public school or at an accredited nonpublic school. The choice belongs to the district or AEA. Iowa Code states the following:

School districts and area education agency boards shall make public school services, which shall include special education programs and services and may include health services, services for remedial education programs, guidance services, and school testing services, available to children attending nonpublic schools in the same manner and to the same extent that they are provided to public school students. Service activities shall be similar to those undertaken for public school students. Health services, special education support, and related services provided by area education agencies for the purpose of identifying children with disabilities, assistance with physical and communications 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. (Iowa Code § 256.12(2)“a”)

68. Under what circumstances may special education services provided to a CPI student be terminated?

As with any student receiving special education services, such services may be terminated if the IEP team determines that the services are no longer needed or appropriate for the student. Special education services may also be terminated if the student’s parent, guardian, or custodian refuses to continue to dual enroll the student (Iowa Admin. Code r. 281—41.303-41.305). All services must be provided based on the student’s identified need(s) to ensure a free appropriate public education (FAPE).

69. May a parent provide IPI to a student receiving special education services?

Yes. A student receiving special education services may transition to homeschool education using IPI but, by doing so, the student will no longer receive special education services through the public school or AEA. In that case, the IEP team should meet and amend the IEP to reflect the decision to homeschool using IPI. This involves revoking parental consent for special education services.

70. If yes, does the parent need to get permission from the AEA?

No. Permission from the AEA’s special education director is not required for an IPI student because no special education services will be provided through the public school or AEA. However, the director of special education is required to explain the impact of revoking consent on compensatory services (Iowa Admin. Code r. 281—41.500).

Driver’s Education

71. Does a student have to dual enroll to take driver’s education provided by the district?

No. It is not necessary for the student to dual enroll to enroll in a driver’s education course. Every school district in Iowa must offer or make an approved driver’s education course available to all students residing in the school district, attending a nonpublic school, or receiving CPI or IPI (Iowa Code § 321.178(1)“c”).

72. Who can provide driver’s education?

Any family may provide driver’s education instruction as a “teaching parent” (defined Iowa Code § 321.178A) if they meet all applicable requirements. For current information and guidance regarding the requirements, refer to the Iowa Department of Transportation’s [Iowa Driver’s Education 101 website and resources](#).

Access to Iowa e-Learning Central

73. What is Iowa e-Learning Central? Can homeschool students access it?

[Iowa e-Learning Central](#) is an online exchange for Iowa educators, students (includes CPI but not IPI), and families that supports their collective efforts to engage in high-quality online learning. It has three primary components:

- Resource Library, which provides a place for educators, families, and students to access resources and supports, developed by experts in the field that help them be successful partners in the online learning process, as well as serves as a mechanism to provide ongoing feedback.
- Course Repository, which serves as a repository to access high-quality course and unit content developed by Iowa-licensed educators for use in classrooms. Content will expand across all grade levels and disciplines, can be used online or in the classroom, can be adapted to meet local needs or taught as is, and is available to any school across the state.
- Student/Course Exchange (in development), which facilitates sharing of online courses so schools can offer their open seats to students in other schools or find seats needed for their students.

CPI students interested in taking courses through Iowa e-Learning Central may access course content through dual enrollment with their local district. IPI students would have to transition to CPI and dual enroll with their resident district to access Iowa e-Learning Central courses. Please contact the district in which you reside or that you may be open enrolled with for course and resource availability.

Summary of Competent Private Instruction Responsibilities

CPI includes dual enrollment and home school assistance programs (HSAPs).

Parent, Guardian, or Custodian Responsibilities

- *Review Annual Family Educational Rights and Privacy Act (FERPA) Notification and Provide Written Instructions to District (If Applicable)* – A parent, guardian, or custodian must review the FERPA notification letter from the district regarding their rights related to educational records.
 - *Provide Written Instructions to the District (If Applicable)* – If the parent, guardian, or custodian decides that they do not want all or part of their student's information to be released, they must provide written instructions to the contact specified on the district's notice.
- *Notify District of Use of Private Instruction Exemption (Optional but Recommended)* – A parent, guardian, or custodian who chooses Option 2 and not to report to the district (i.e., utilizes the Private Instruction Exemption) may wish to provide the district notice of this decision. By doing so, the district will presume that the student of compulsory attendance age is compliant with all applicable compulsory attendance requirements.
- *Submit Form A (And Proof of Immunization, if Applicable) by September 1 For Each Student* – A parent, guardian, or custodian that chooses CPI Option 1 (includes HSAP) or Option 2 with dual enrollment or optional reporting must submit Form A to the resident district for each student by September 1. If filing Form A for the first time, the parent, guardian, or custodian must attach proof of immunization or a notarized waiver for immunization exemption to Form A for each student under Option 1 or under Option 2 if electing to dual enroll.
 - *September 1 Deadline Exception:* If the parent, guardian, or custodian decides after the September 1 deadline that they wish to provide CPI to the student currently enrolled in a public or accredited nonpublic school, they must file Form A completed as fully as possible within 14 calendar days of the student being withdrawn from school and submit a fully completed report within 30 calendar days after removing the student from the public or accredited nonpublic school (Iowa Admin. Code r. 281—31.2(2)).
 - *Failure to Comply With CPI Laws:* A parent, guardian, or custodian not complying with CPI laws is subject to truancy prosecution. Note 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 (Iowa 1992)) and not filling it in fully or accurately (*State v. Rivera*, 497 N.W. 2d 878 (Iowa 1993)). However, it is important to note that there are now options available that do not require the filing of Form A.
- *Notify Resident District of Intent to Dual Enroll by September 1 (If Applicable)* – If a parent, guardian, or custodian desires dual enrollment for their student, they must let the resident district know by September 1 deadline. A district may decide to extend this deadline.
 - *September 1 Deadline Exception:* If the parent, guardian, or custodian moved or removed the student from school after the September 1 deadline, they will have 14 calendar days to request dual enrollment.
 - *Note on Importance of Dual Enrolling ASAP:* It is important for families to know that the deadline is imposed for funding purposes and that waiting to sign up for dual enrollment close to the deadline may mean that the desired class is full. Families are urged to let districts know as soon as is practical if they want the dual enrollment option.
- *Apply for Open Enrollment for Incoming Preschool Student Receiving SDI or Incoming Kindergarten Student by September 1 (Optional)* – If open enrollment is desired for the incoming preschool student receiving special education services that require specially designed instruction (SDI) or for the incoming kindergarten student, the family must file the proper documents with the resident and receiving districts. For forms, please contact your resident district or see the [Open Enrollment webpage](#).

- *Work With the District and Convene the IEP Team to Obtain Prior Written Approval (If Applicable)* – If a student has been identified or referred for special education services, the parent, guardian, or custodian must obtain prior written approval from the resident AEA’s special education director before providing CPI (Iowa Admin. Code r. 281—31.10). The parent, guardian, or custodian must also:
 - *Work With the District and AEA to Initiate Special Education Process (If Referred for Services)* – If the student has been referred for special education services, the parent, guardian, or custodian must work with their resident district and AEA to initiate the evaluation process.
 - *Work With the District and Convene the IEP Team (If Previously Identified for Services)* – If the student has previously been identified for services, the parent, guardian, or custodian must work with their resident district to convene their individualized educational program (IEP) team. If there has been any change to the student’s instructional setting or services, the IEP team must document them in the IEP.
- *Notify Resident District of Intent to Enroll in the District’s HSAP by September 15 (If Applicable)* – If a parent, guardian, or custodian desires HSAP enrollment (if offered) for their student, they must let the resident district know by the September 15 deadline. A district may decide to extend this deadline.
 - *September 15 Deadline Exception:* If the parent, guardian, or custodian moved or removed the student from school after the September 15 deadline, they will have 14 calendar days to request enrollment. If the HSAP is at capacity for supporting students, they may decline requests made after the deadline.
- *Submit Detailed Instruction Plan to District by October 1 (Or Within 30 Days of Filing Form A)* – A parent, guardian, or custodian must provide for the student’s instruction using a plan and course of study. The instruction plan with additional detail provided must be submitted no more than 30 days from the date Form A is filed with the district and must include an outline of the courses of study (i.e., subjects covered, lesson plans, time spent on the areas of study) and the titles and authors or publishers of the texts to be used (Iowa Admin. Code r. 281—31.2(1)“a”(5)-(6)).
- *Apply for Open Enrollment for Student in Grades One Through 12 by March 1 (Optional)* – If open enrollment is desired for the student in grades one through 12 for the upcoming year, the family must file the proper documents with the resident and receiving districts by March 1. For forms, please contact your resident district or see the [Open Enrollment webpage](#).
- *Initial Baseline Evaluation and Annual Student Achievement Evaluation by May 31* – If a parent, guardian, or custodian of a CPI student is teaching a student of compulsory attendance age and is not an Iowa-licensed teacher or is providing CPI without the supervision of an Iowa-licensed teacher, their student must be initially evaluated to establish an educational baseline on or after their seventh birthday and annually assessed each subsequent year by May 31 (Iowa Admin. Code r. 281—31.8(1)).

The baseline evaluation and annual evaluations must include all areas required for reporting based on the student’s grade. For students in grades one through five, the evaluation must include reading, language, and mathematics. For students in grades six through 12, the evaluation must include reading or literary materials, language or written expression, mathematics or quantitative thinking, science, and social studies.

The parent, guardian, or custodian must select only one of the following evaluation options to meet these requirements:

- *Standardized Assessment by May 31* – If the standardized assessment option is chosen, the parent, guardian, or custodian must select a Department-approved assessment (see page 43 or the [Home Schooling \(Private Instruction\)](#) webpage, as is required by Iowa Admin. Code r. 281—31.8(1)).
 - *Submit a Written Request for an Alternate Assessment (Optional)* – If a parent, guardian, or custodian would like their student to take a standardized assessment that is not on the Department’s approved list, they must complete the required Alternate Assessment Request form (Iowa Admin. Code r. 281—31.8(2)).

- *Arrange for District or AEA to Evaluate (Optional)* – The parent, guardian, or custodian may arrange to have their student evaluated at their resident district or AEA to fulfill the required baseline evaluation and annual evaluation requirements of the law. A parent, guardian, or custodian should receive a notification from the resident district by October 1 regarding testing dates, times, costs, and other relevant information (Iowa Admin. Code r. 281—31.8(2)“c”(2)).
- *Portfolio Assessment or Evaluation by May 31* – If the portfolio assessment or evaluation option is chosen, the parent, guardian, or custodian must privately retain a person (i.e., at their own expense) with a current Iowa teaching license appropriate for the age and grade of the child and approved by the resident district superintendent (or their designee) to review a collection of the student’s work samples (see #59 of the FAQs for the portfolio requirements) in each required area based on the student’s grade, provide a written summary of each content area, and share the report with the school district as documentation of adequate annual progress (Iowa Admin. Code r. 281—31.8(3)).
- *Report Card or Transcript from an Accredited Correspondence School by May 31* – If the report card or transcript from an accredited correspondence school option is chosen, the parent, guardian, or custodian must provide the report card or transcript to the district as documentation of adequate annual progress and ensure it includes a list of the subjects taken and the percentage of accuracy or grades received for each required reporting area (Iowa Admin. Code r. 281—31.8(4)).
- *Send Annual Evaluation Notification Form to District (Optional but Recommended) by August 1* – A parent, guardian, or custodian of a CPI student under Option 2 with dual enrollment or electing to take part in annual evaluations (i.e., optional reporting) may complete and send the annual evaluation form to the district. The information should be returned to your resident district’s building principal (or the school building the child would attend if regularly enrolled) unless otherwise directed by the district.

School District Responsibilities

- *Provide a Home School Assistance Program (Optional)* – If the school district provides an HSAP, it will:
 - *Provide HSAP Students With Appropriate Instructional Materials (If Requested)* – If a parent, guardian, or custodian of an HSAP student requests instructional materials, the school district must provide them with appropriate instructional materials on the same basis these materials are provided to regularly enrolled students.
 - *Employ a Properly Licensed Teacher to Provide or Supervise HSAP Instruction* – The district must employ an appropriately licensed teacher (i.e., appropriate for the grade and age of students) to provide or supervise the HSAP’s instruction.
 - *Request Waiver of HSAP Student Limit (Optional)* – If an HSAP teacher wishes to instruct more than 20 families or 40 students, the district superintendent must submit a waiver request to the Department in the Consolidated Accountability and Support Application (CASA) under Educational Exemptions. There is no deadline and may be submitted any time (as needed) to extend HSAP capacity to provide support.
 - *Determine Conditions for HSAP Participation* – The district must determine whether they will require HSAP students to complete Form A in full or have families complete only questions 1, 3, and 5.
- *Send Form A and Annual FERPA Notification Form to Families Wishing to Provide CPI Under Option 1 or Option 2 With Dual Enrollment or Optional Reporting by September 1 (Or as Soon as the Parent Has Withdrawn the Student and Requested Form A)* – A school district must:
 - *Provide Form A (If Requested)* – Upon request, the district must provide Form A to any parent, guardian, or custodian wishing to provide CPI under Option 1 (CPI provided or supervised by a licensed practitioner) or Option 2 (CPI by a parent, guardian, or custodian) with dual enrollment or optional reporting.

- *Add District Information to Annual FERPA Notification Form and Send With Form A* – When Form A is requested by a parent, guardian, and custodian, the district must send them a FERPA notice (see page 46) informing them of what is considered directory information and that they may choose to opt-out of having their student’s directory information (in whole or in part) released. Before the district sends the notice, they must:
 - *Define “Directory Information”* – The district must define what directory information means for the agency. The district should already have a definition for this term, as it is board policy. Typically, it includes the student’s name, address, date of birth, grade level, dates of enrollment, and involvement in extracurricular activities, but a district may exclude any of these from its definition.
 - *Determine the District’s FERPA Contact and Add Contact Information to Form* – The district must decide who the district’s contact will be and add this individual’s contact information to the relevant form fields.
 - *Attach District FERPA Policy and Student Directory Information* – The district must attach the district’s FERPA policy and student directory information to the notification form.
- *Disclose Student Directory Information After Sending Annual FERPA Notice (If Requested)* – A district that receives a request for information contained in Form A regarding a CPI student must release the student’s directory information unless, after having been given the required annual notice, the parent, guardian, or custodian has informed the district not to release such information without their prior consent. The following information in Form A is confidential and will not be released:
 - Immunization information;
 - Special education status;
 - Instructional program information;
 - Number of days under CPI;
 - All information about the licensed teacher who is providing or supervising the instruction; and
 - All standardized assessment, portfolio evaluation, and accredited correspondence school report card or transcript information.
- *Provide Dually Enrolled (and/or HSAP Enrolled) Students With Appropriate Instructional Materials (If Requested)* – If a parent, guardian, or custodian of a dually enrolled (and/or HSAP enrolled) student requests instructional materials, the school district must provide them with appropriate instructional materials on the same basis these materials are provided to regularly enrolled students (Iowa Admin. Code r. 281—31.5(4)“b”).
 - *Notes on Instructional Materials:* Instructional materials must be provided to dually enrolled (and/or HSAP enrolled) students on the same basis as they are provided to your regularly enrolled students. Instructional materials do not include teachers’ manuals or tests for textbooks currently in use by the district. However, the district may provide teachers’ manuals, tests for textbooks, and other instructional materials that the district no longer uses (if available). Because the purchase of instructional materials is supported by public funds, the public agency (i.e., district) has final authority to determine the appropriateness of instructional materials. The use of public funds for this purpose also means:
 - The district is the ultimate owner of the materials; in all cases, texts and materials (unless of a consumable nature) must be returned to the district at the end of the school year.
 - A district is *prohibited* from reimbursing or making monetary payments (directly or indirectly) to any parent, guardian, or custodian (or any other private individual) for instructional materials or supplies. This includes stipends, gift cards, blank purchase orders, scholarships for materials or supplies, or other financial instruments.
 - The district is *prohibited* from providing instructional materials that are religious in nature, as these are not appropriate for use with the regularly enrolled population.
 - The district should utilize its policy and curriculum adoption procedures when selecting materials for HSAP use or providing materials for families who have recommended or requested materials.

- *Charge Dually Enrolled Students for Applicable Student Fees (Optional)* – A district may charge a dually enrolled student a fee if a regularly enrolled student is also charged for the same item or service, including any costs associated with a dually enrolled student’s participation in student activities, co-curricular activities, and extracurricular activities. However, a district cannot charge the dually enrolled student the same total amount of student fees as they would charge a regularly enrolled student. The district must prorate the total fee charged to the dually enrolled student based on the amount of time the student is present in the district (OAG #93-7-3(L); for more information, see #41 of the FAQs).
- *Offer Dually Enrolled (and/or HSAP Enrolled) Students Universal Screening for K-3 Early Literacy* – The district must offer early literacy universal screening for dually enrolled (and/or HSAP enrolled) students in kindergarten through third grade (K-3) to the same extent that universal screening is offered to regularly enrolled students (see #64 of the FAQs). The parent may decline the screening and any related supplemental or support instruction. Early literacy screening assessment materials are not available for use by the parent at home.
- *Review Form A for Compliance With CPI Law and Rules and File* – After receiving Form A, the district must review the completed form to determine whether the person filing has complied with all the following procedural and reporting requirements:
 - *Record the Date Received* – The district must record the date received to note whether the form was submitted in a timely manner (Iowa Admin. Code r. 281—31.5(1)“c”).
 - *File and Forward Form A and Appropriately Destroy PII* – The district must forward one copy of Form A to the AEA’s secretary and keep the other copy on file for five years (Iowa Admin. Code r. 281—31.5(1)“a”). After five years, the district must destroy all confidential student data containing personally identifiable information (PII) per district board policy.
 - *Collect Proof of Immunization (If Applicable)* – If a parent, guardian, or custodian is filing Form A for the first time, the district must collect proof of immunization for the CPI student under Option 1 (even those enrolled in an HSAP) and Option 2 with dual enrollment and optional reporting.
 - *Verify Blood Lead Test Compliance (If Applicable)* – If a student is enrolling in kindergarten or under the age of six, the district must verify that the student had a blood lead test using the Iowa Department of Public Health’s blood lead database.
 - *Check Teacher Licensure* – The district must check that the person providing the instruction is either the student’s parent, guardian, custodian, or a person with a valid Iowa practitioner’s license appropriate for the age and grade level of the child (i.e., the person in Form A’s #6). The district may either call the Iowa Board of Educational Examiners (515-281-3245) or access their website to check licensure (Iowa Admin. Code r. 281—31.5(1)“c”).
 - *Check Number of Instructional Days* – The district must check that the number of instructional days is at least 148 days per academic year unless the student was enrolled for some period of the school year in a public or accredited nonpublic school (Iowa Admin. Code r. 281—31.5(1)“c”).
 - *Ensure AEA and District Special Education Directors Have Granted Approval for Services* – If a parent, guardian, or custodian indicates that the student requires special education and has requested initial evaluation or reevaluation, the district must make sure that the AEA or district special education director knows and has granted prior written approval for the student to receive services.
- *Send Annual Evaluation Notification Form to Families Wishing to Provide CPI Under Option 2 With Dual Enrollment or Optional Reporting by October 1* – If the CPI student is of compulsory attendance age, the district must send the annual evaluation notification form (page 48) to parents, guardians, and custodians of students under CPI Option 2 with dual enrollment or electing to take part in annual evaluations (i.e., optional reporting) notifying them of annual assessment testing dates, times, costs, and other relevant information by October 1 (Iowa Admin. Code r. 281—31.8(2)“c”(2)).

- This form is not to be sent to families who are working with a licensed teacher under CPI Option 1, have selected CPI Option 2 with the Private Instruction Exemption (i.e., Option 2 with no reporting), or are using IPI.
 - *Note:* This is not a required form, and parents, guardians, or custodians are not required to complete and return this form.
- *Provide Standardized Assessment by May 31 (If Requested)* – If requested by the parent, guardian, or custodian, the district must provide standardized assessment free of charge for the student’s grade level, even if the district does not test its own students at that grade level. The district may also:
 - *Delegate Test Administration to AEA (Optional)* – The district may delegate the administration of the standardized assessment to their AEA.
 - *Allow Parent to Contract With a Testing Service At Their Own Expense (Optional)* – The student’s parent, guardian, or custodian may purchase standardized assessment at their own expense through an accredited correspondence school, other school accredited by a U.S. Department of Education-approved accrediting agency, or any testing service authorized by the publisher of any test approved by the Department for assessment purposes.
 - *Report Names of All CPI Students Subject to the Annual Evaluation by January 1* – The district must report the names of all CPI students that must take an annual evaluation (Option 2 with dual enrollment) and what form of assessment has been chosen to the Department by January 1.
 - *Send Form C-1 by August 31* – If the student of compulsory attendance age scores at or below the 30th percentile, does not make six months’ progress, or their parent, guardian, or custodian failed to comply with the assessment requirements of the compulsory attendance law, send Form C-1 (page 50) with the test scores to the Department by August 31 (Iowa Admin. Code r. 281—31.5).
 - If students are not of compulsory attendance age or is under the supervision of an Iowa licensed teacher and took a standardized test, the scores are not required to be reported to the Department.
 - *Contact the County Attorney* – Contact the county attorney regarding noncompliance with the compulsory attendance law and rules (Iowa Admin. Code r. 281—31.5(1)“e”).
 - A parent, guardian, or custodian of CPI student of compulsory attendance age filed a Form A without required parts (#1-7) completed and did not sign Form A and refused to do so. *This does not apply to forms filed for students outside the compulsory attendance age.*
 - Noncompliance with CPI laws subjects the parent, guardian, or custodian to truancy prosecution. Note 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 (Iowa 1992)) and not filling it in fully or accurately (*State v. Rivera*, 497 N.W. 2d 878 (Iowa 1993)). However, it is important to note that there are now options available that do not require the filing of Form A. *Please ensure Form A is required before reporting to the county attorney.*

AEA Responsibilities

- *Review Each District’s Form A and Maintain Copies* – The AEA must receive annual CPI notification from each district in the AEA (Iowa Admin. Code r. 281—31.5(1)).
 - *Maintain Copies of Form A and Appropriately Destroy PII* – The AEA must maintain copies of Form A for a period of five years for each school year collected. Data may be destroyed after the fifth year following agency policy and protocol for the destruction of student information containing PII.
 - *Approve or Deny Provision of CPI for Student Identified or Referred for Special Education* – If a parent, guardian, or custodian has consented to initial evaluation or to reevaluation of their student identified or referred for special education, the AEA special education director must issue a written decision within 30 days calendar days either approving the request or denying it based upon the appropriateness of the proposed program (Iowa Admin. Code r. 281—31.10). The AEA does not issue a decision if the parent, guardian, or custodian does not consent to initial evaluation or reevaluation of the student to receive special education services

or programs or revokes or withdraws consent (in writing) to continue special education services.

- *Administer Standardized Assessment (If Requested)* – If requested by the district, parent, guardian, or custodian, the AEA must provide a standardized assessment for students at no charge to the parent, guardian, or custodian (Iowa Admin. Code r. 281—31.5(2)“a”).

Department of Education Responsibilities

- *Develop Form A* – The Department must develop and make Form A available to school districts (Iowa Admin. Code r. 281—31.5(1)“a”).
- *Develop a List of Evaluated CPI Students* – The Department must develop a list of students from whom evaluation data is expected by August 1 (Iowa Admin. Code r. 281—31.5(1)).
- *Receive Form C-1 (With Selected Annual Evaluation Attachment) From Each District* – Each district must file Form C-1 (with a copy of the selected annual evaluation attached) with the Department no later than August 31 for each student that did not demonstrate adequate annual progress.
- *Notify Family of Requirement to Enroll in a Public School or Accredited Nonpublic School Following Student Failure to Make Adequate Progress (If Applicable)* – The Department must notify a parent, guardian, or custodian of a student who fails to make adequate progress (or at least six months’ progress for students with IEPs) that the student must be enrolled in an accredited nonpublic school or the resident school district unless:
 - The Department grants permission to continue CPI under an approved remediation plan.
 - Before the beginning of the next school year, the student retakes a different form of the same evaluation or another evaluation approved by the Department, and those results indicate that adequate progress has been made.
 - Before the beginning of the next school year, a portfolio review or evaluation is conducted that shows adequate progress (Iowa Code §§ 299A.6 & 299A.7).

Summary of Independent Private Instruction Responsibilities

Parent, Guardian, or Custodian Responsibilities

- *Notify District of Intent to Use IPI to Meet Compulsory Attendance and Truancy Laws (If Requested but Recommended)* – If requested in writing by the resident district’s superintendent or the Department’s director, the IPI parent, guardian, or custodian must notify their resident school district of their decision to instruct their student under IPI for the purposes of compliance with the compulsory attendance and truancy laws (Iowa Code §§ 299.1 & 299.8).
- *Notify District or AEA of Intent to Utilize Courtesy Testing by October 1 (Optional but Recommended)* – If a parent, guardian, or custodian of an IPI student wishes to utilize a courtesy standardized assessment provided by the district or AEA, they should notify the resident district before October 1 or within 14 days of moving into the district.
- *Notify District of Intent to Utilize Concurrent Enrollment and/or Driver’s Education Course by the Beginning of the School Year (Optional but Recommended)* – If an IPI parent, guardian, or custodian wishes to utilize concurrent enrollment courses in community colleges or district-provided driver’s education, they should notify the resident district in a timely manner (preferably at the beginning of the school year).

School District Responsibilities

- *Make Concurrent Enrollment Courses Available to IPI Students* – The district must make available concurrent enrollment to community colleges available for IPI students.
- *Offer or Make Available Driver’s Education to IPI Students* – The district must offer or make driver’s education available to IPI students.
- *Make Courtesy Testing Available to IPI Students (If Requested in Advance)* – The district must make a courtesy standardized assessment available to IPI students if requested in advance.
- *Request for IPI Report (Optional)* – The district superintendent may make a written request for a report identifying the IPI primary instructor, location, name of the authority responsible for the instruction, and names of the students enrolled.
- *Add District Information to Annual FERPA Notification Form and Send Whenever an Educational Record is Requested* – Whenever an education record concerning an IPI student is generated, the district must provide the parent, guardian, or custodian with the annual Family Educational Rights and Privacy Act (FERPA) notice informing them of what is considered directory information and that they may choose to opt-out of having their student’s directory information (in whole or in part) released. Before the district sends the notice, it must:
 - *Define “Directory Information”* – The district must define what directory information means for the agency. The district should already have a definition for this term, as it is board policy. For IPI students, it typically includes the student’s name, address, and phone number, but a district may exclude any of these from its definition.
 - *Determine the District’s FERPA Contact and Add Contact Information to Form* – The district must decide who the district’s contact will be and add this individual’s contact information to the relevant form fields.
 - *Attach District FERPA Policy and Student Directory Information to the Notification Form*– The district must attach the district’s FERPA student records policy and student directory information to the notification form.
- *Disclose Student Directory Information After Sending Annual FERPA Notice (If Requested)* – A district that receives a request for information regarding an IPI student must release the student’s directory information unless, after being given the required annual notice, the parent, guardian, or custodian has informed the district not to release such information without their prior consent.
- *Contact the County Attorney to Report Noncompliance With Truancy Laws* – The district must contact the county attorney to report any noncompliance with the compulsory attendance law and rules (Iowa Admin. Code r. 281—31.5(1)). If the parent, guardian, or custodian does not comply with IPI laws, they may be subject to truancy prosecution.

AEA Responsibilities

- *Document Transition to IPI and Convene IEP Team* – If a student receiving special education will receive IPI (effectively waiving special education services), the AEA must:
 - *Prepare Written Notice of Intended Transition to IPI* – The AEA must prepare prior written notice indicating intent to transition to IPI.
 - *Withdraw the Student From Special Education Services* – The AEA must withdraw the student from special education services.
 - *Convene the IEP Team and Indicate Decision in the IEP* – The AEA must convene the IEP team and indicate a decision in the IEP.

Department of Education Responsibilities

- *Make a Written Request for IPI Report (Optional)* – 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 IPI, and names of the students enrolled.

CPI Under Option 1 or Option 2 With Dual Enrollment and Optional Reporting: Timelines and Procedures

Note: This information does NOT apply to CPI students using the Private Instruction Exemption (CPI Option 2 without reporting) or to IPI students.

Date(s)	Deadline or Action
<p>By September 1 OR Within 14 calendar days of moving or removing the student from an accredited school, completed as fully as possible AND within 30 calendar days, fully completed</p>	<p><i>The parent, guardian, or custodian deadline to submit Form A to their resident district.</i></p> <p><i>The district deadline to inform families of CPI students about their FERPA rights. This may be done when the district informs families of regularly enrolled students.</i></p>
<p>By September 1 OR Within 14 calendar days of moving into the district OR removing the student from an accredited school</p>	<p><i>The parent, guardian, or custodian deadline to request dual enrollment in their resident district. If the request is made after the deadline, the district may lawfully refuse to enroll a CPI student in the class if it is already at full capacity.</i></p>
<p>By September 15, if residing in the district OR Within 14 calendar days of moving into the district or removing the student from an accredited school</p>	<p><i>The parent, guardian, or custodian deadline to request enrollment in the resident district's home school assistance program (HSAP; if offered). Note: The school district is not required to provide such a program.</i></p>
<p>By October 1</p>	<p><i>The district deadline to notify families of the public school's testing dates, times, costs, and other relevant information.</i></p>
<p>By January 1</p>	<p><i>The district deadline to send the Department the names of all resident CPI students under Option 2 with dual enrollment or optional reporting subject to an annual evaluation and what assessment forms their families have chosen.</i></p>
<p>By May 31</p>	<p><i>The deadline for the annual progress evaluation to be conducted for CPI Option 2 students with optional reporting or dual enrollment.</i></p>
<p>By August 1</p>	<p><i>The parent, guardian, or custodian deadline to submit the annual evaluation form (and attach a copy of evaluation results) to the resident district for standardized assessment with national percentile rank and national grade equivalent, portfolio evaluation report, or accredited correspondence report card or transcript.</i></p>
<p>By August 31</p>	<p><i>The district deadline to submit Form C-1 to the Department for any CPI student that scored at or below the 30th percentile on their annual evaluation. Note: A district should not report scores for students that are served by licensed teachers or are not of compulsory attendance age.</i></p>

Form A: Competent Private Instruction Report for the 2021-2022 School Year

Instructions

Parents, Guardians, or Custodians

A parent, guardian, or custodian must complete and submit Form A if their student:

- Is of compulsory attendance age;
- Does not attend an Iowa public school or accredited nonpublic school; and
- Wishes to enroll or be enrolled by their parent, guardian, or custodian in CPI under Option 1 or Option 2 with dual enrollment or optional reporting (Iowa Code § 299.4; Iowa Admin. Code r. 281—31.2(1)).

Form Submission Requirements

A parent, guardian, or custodian enrolling a student in:

- CPI under Option 1 (CPI by a licensed practitioner, which includes home school assistance program [HSAP]) *must* submit two copies of Form A to the resident school district and notify the district of the intended dual enrollment (if applicable) by September 1 and, if intending to enroll in the district's HSAP, must notify the district of the student's intended enrollment by September 15.
- CPI under Option 2 (CPI by a parent, guardian, or custodian) *may* submit two copies of Form A to the resident school district by September 1 or within 14 days of withdrawing the student to engage in homeschool instruction.
- CPI under Option 2 and electing dual enrollment *must* submit two copies of Form A to the resident school district and notify the district of the intended dual enrollment by September 1 (or within 14 days of withdrawing the student to engage in homeschool instruction).
- CPI under Option 2 without dual enrollment and without optional reporting *does not complete* Form A, as it is not applicable.
- Independent Private Instruction (IPI) *does not complete* Form A, as it is not applicable.

Please also note the following regarding submission:

- *Please do not send a copy of Form A to the Department of Education.*
- *New Form Required for Resident District Change:* If you change your resident district during the school year, you must also complete this form for your new resident district.
- *September 1 Deadline Exception:* If the parent, guardian, or custodian decides after the September 1 deadline that they wish to provide CPI, they must file Form A no later than 14 calendar days (for a minimally completed form) and 30 calendar days (for a fully completed form) after the student has been moved or removed from an Iowa accredited school (Iowa Admin. Code r. 281—31.2(2)). *It is important for families to know that the deadline is imposed for funding purposes and that waiting to sign up for dual enrollment close to the deadline may mean that the desired class is full. Families are urged to let districts know as soon as possible if they want to dual enroll.*
- *September 15 Deadline Exception:* If the parent, guardian, or custodian moved or removed the student from school after the September 15 deadline, they will have 14 calendar days to request enrollment in the resident district's HSAP (if offered). If the HSAP is at capacity for supporting students, they may decline requests made after the deadline.

Annual Family Educational Rights and Privacy Act (FERPA) Notification

Please review the FERPA notification letter from the district regarding your and your rights related to educational records (including Form A) and return to the school district.

Form Content

Form A is designed to allow a parent, guardian, or custodian to provide all required CPI reporting information (items 1-7) to indicate if they wish to participate in optional district services (optional items 8-10) and certify with their signature.

Item	Description	Guidance
1. Student Information	Provide the CPI student's: <ul style="list-style-type: none">• Full name,• Street address, and• Date of birth.	<i>Applicability:</i> Required for all CPI families. <i>Note:</i> Only one student per form.
2. Name and Address of Person Filing CPI Report	Provide the following information for the individual completing the form: <ul style="list-style-type: none">• Full name,• Relationship to student (Are you the parent, guardian, or custodian?),• Address (if different from the address provided in #1), and• Phone number (Optional).	<i>Applicability:</i> Required for all CPI families. <i>Note:</i> Only one student per form.
3. Immunization Evidence or Notarized Exemption Waiver	Attach evidence of student immunization or, in lieu of such evidence, file a doctor's statement or an affidavit of religious exemption.	<i>Applicability:</i> Only required if filing Form A for the first time (includes those filing for a student being enrolled in an HSAP). Proof of immunization is required of all students receiving CPI without the Private Instruction Exemption (Option 2 with no reporting), including those HSAP enrolled or dually enrolled. <i>Affidavit Requirements:</i> Affidavit must be consistent with Iowa Code section 139A.8. Such a document is available here or by calling the Iowa Department of Public Health's Immunization Bureau at 1-800-831-6293.
4. Instructional Program Information	Use the table provided in the form to outline the course of study (attaching additional subjects and related textbook information, as necessary). Attach lesson plans for each subject on separate pages for submission.	<i>Applicability:</i> Required for all CPI families. <i>Lesson Plan Requirements:</i> Lesson plans may be accepted for the entire year or for shorter periods of time. The lessons should show evidence of planning.

Item	Description	Guidance
5. Number of CPI Instructional Days	Provide the number of CPI instructional days for the academic year.	<p><i>Applicability:</i> Required for all CPI families.</p> <p><i>Minimum Instructional Days:</i> The number provided must be at least 148 school days per school year (Iowa Code § 299A.1(2)“a”).</p> <p><i>Exception:</i> If a student was enrolled in a public or accredited nonpublic school during the current academic year, then transitioned to homeschooling, the number provided should be the number of days remaining of the 148 school days after subtracting the number of days the student was in attendance in the school.</p>
6. Iowa Licensed Instructor or CPI Supervisor Information	<p>Provide the following information for the appropriately Iowa-licensed teacher either providing CPI or supervising the instruction of the parent, guardian, or custodian:</p> <ul style="list-style-type: none"> • Teacher name • Address, • Folder number, • Phone number (optional), and • Teacher signature (optional). 	<p><i>Applicability:</i> All CPI Option 1 (CPI by a licensed practitioner) families.</p> <p>In some situations, a person other than the student's parent, guardian, or custodian either provides or supervises the instruction for the child. For those providing CPI to the student 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 school district will check the licensure of this person by visiting the Iowa Board of Educational Examiners website or by calling 1-515-281-3245.</p>
7. Participation in Special Education Services and/or Dual Enrollment	Indicate whether you wish for your student to participate in any of the optional services (i.e., special education programs or services, participation in dual enrollment at your resident district for academic or extracurricular activities).	<p><i>Applicability:</i> Required for all CPI families.</p> <p>If you want your student to continue to access special education programs or services, and/or if your student plans to participate in any academic or extracurricular activities in your local school district, complete #8 and #9.</p> <p><i>Note:</i> It is not necessary to dual enroll your student to access district-provided driver's education (Iowa Code § 321.178) or have your student's annual standardized assessment provided at no charge to you (Iowa Code § 299A.4).</p>

Item	Description	Guidance
8. Special Education Services and Programs	<p>Indicate whether:</p> <ul style="list-style-type: none"> Your student is currently identified as a student requiring special education and You consent to the initial evaluation or reevaluation of your student to receive special education services or programs. 	<p><i>Applicability:</i> Only required if wishing to access special education services or programs. <i>Note:</i> A student who receives CPI to access special education services must be dually enrolled (see #9).</p> <p>A CPI student of compulsory attendance age identified as requiring special education under chapter 256B is eligible for placement under CPI with prior approval of the placement by the director of special education of the resident AEA. However, this approval is not required if the parent, guardian, or custodian does not consent to the student's initial evaluation or reevaluation to receive special education services or programs.</p> <p><i>Special Note:</i> Responding "yes" to these questions does not automatically qualify the child for special education services, nor does it replace any special education forms used to determine eligibility for special education. This is a parent's acknowledgment that they desire to continue with special education services and understand that they will have to work within IDEA guidelines.</p>
9. Dual Enrollment	<p>Indicate whether you desire dual enrollment in the public school for the CPI student, including which type(s) of dual enrollment you desire (i.e., academic, extracurricular activities, special education) and the student's grade level.</p> <p>Use the table provided in the form to indicate which subject(s) or activity(ies) you wish your student to participate in through dual enrollment for the first and second semesters.</p>	<p><i>Applicability:</i> Required if you wish to:</p> <ul style="list-style-type: none"> Dual enroll your student in an academic course or extracurricular activity (see the timeline on page 34), Receive available texts or supplemental instructional materials (on the same basis as they are provided to regularly enrolled students), or Dual enroll your student to access special education programs or services. <p>Dually enrolled students may participate in coursework or activities on the same basis as regularly enrolled students.</p> <ul style="list-style-type: none"> Students who are dually enrolled for participation in extracurricular activities are expected to meet extracurricular eligibility requirements and those established by the local school district.

Item	Description	Guidance
		<p>If parents, guardians, or custodians want their student dually enrolled in a course or activity, the course(s) or activity(ies) need to be listed.</p> <p>Districts need to develop procedures to ensure that dually enrolled students and their parents, guardians, or custodians are given adequate notice of the time and place of the activities they have chosen. The deadline for dual enrollment is September 1 if the parents, guardians, or custodians begin CPI at the start of the school year, 14 calendar days after moving, or 14 calendar days after withdrawing from school. <i>The district may deny dual enrollment if the request is after the deadline.</i></p>
10. Home School Assistance Program	Indicate whether you desire to enroll in a home school assistance program.	<p><i>Applicability:</i> Only required if your student wishes to participate in district courses or activities. The student must be dually and HSAP enrolled.</p> <p><i>Optional District Provision of an HSAP:</i> 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.</p>

School Districts

When Form A is requested, districts must provide parents, guardians, and custodians the FERPA notification letter and include a copy of the district's policy regarding student directory information with the letter. Districts must determine what directory information is and who the local contact is.

After the school district receives and checks both copies of Form A for completion, the district will keep one copy of Form A on file and will forward the other copy to the AEA's secretary.

Form A: CPI Report for the 2021-2022 School Year

Official Department Form: Required for Parent, Guardian, or Custodian of CPI Student Under Option 1 or Option 2 With Dual Enrollment or Optional Reporting (Due September 1)

Review instructions before completing.

Form A

1. Student Information

Student Full Name: _____ Student Date of Birth: _____

Student Address (Street, City, State, Zip): _____

2. Name and Address of Person Filing CPI Report

Filer Full Name: _____

Filer Address (Street, City, State, Zip; if Different from #1): _____

Filer Phone (Optional): _____ Are you the parent, guardian, or custodian? Yes No

3. Immunization Evidence or Notarized Exemption Waiver

Attach immunization information or a notarized waiver for exemption for immunization if filing Form A for the first time. Proof of immunization is required of all students receiving CPI without the Private Instruction Exemption (Option 2 with no reporting), including those HSAP enrolled or dually enrolled.

4. Instructional Program Information

Use the following table to outline the course of study and attach additional subjects and related textbook information, as well as lesson plans for each subject on separate pages for submission. Please note that additional instructional plan detail must be provided within 30 days of filing Form A.

Subject	Title of Text	Text Publisher or Author	Time Spent on Subject

5. Number of CPI Instructional Days

Number of CPI Instructional Days:* _____ *Must be at least 148 days per academic year

6. Licensed Instructor or CPI Supervisor Information

If an appropriately licensed Iowa teacher will provide the CPI or supervise the parent, guardian, or custodian in providing the instruction (CPI Option 1), give the teacher's name and folder number. Providing the teacher's phone number and signature is optional.

Teacher Full Name: _____ Folder Number: _____

Teacher Address (Street, City, State, Zip): _____

Teacher Signature (Optional): _____ Teacher Phone (Optional): _____

7. Participation in Special Education Services and/or Dual Enrollment

Do you wish for your student to participate in any of the optional services (i.e., special education programs or services, participation in dual enrollment at your resident district for academic or extracurricular activities)?

- Yes, I want my student to access (or continue to access) special education programs or services and/or participate in any academic or extracurricular activities in our local school district (*continue to #8 and #9*)
- No, I do not want my student to participate in optional services (*sign and return to resident district*)

Note on Driver's Education: It is not necessary to dual enroll your student to access district-provided driver's education (Iowa Code § 321.178) or have your student's annual standardized assessment provided at no charge to you (Iowa Code § 299A.4).

Note on Special Education Access: If you want your student to continue to access special education programs or services and/or participate in any academic or extracurricular activities in your local school district, complete #8 and #9.

8. Special Education Services and Programs (Required if Answered Yes to Item 7)

If the student is currently identified as a student requiring special education, prior approval must be sought from the special education director at the area education agency before the student may receive CPI in Iowa unless the parent, guardian, or custodian of the student does not consent to initial evaluation or reevaluation of the student for receipt of special education services or programs (Iowa Code § 299A.9).

- a. Is the student currently identified as a student requiring special education pursuant to the rules of special education?
 - Yes
 - No
- b. Do you consent to initial evaluation or reevaluation of the student for receipt of special education services or programs?
 - Yes
 - No

9. Dual Enrollment (Required if Answered Yes to Item 7)

- a. Do you desire dual enrollment in the public school for the CPI student?
 - Yes
 - No (*skip to the end*)

b. Which areas do you wish to dual enroll (check all that apply)?

- Academic Course or Courses
- Extracurricular Activity or Activities
- Special Education Program or Services

c. Grade Level for the 2021-2022 School Year: _____

d. Subject(s) or Activity(ies) You Wish Your Student to Dual Enroll in:

1st Semester	2nd Semester

10. Home School Assistance Program

If offered, do you desire to enroll in a home school assistance program?

- Yes
- No

Parent, Guardian, or Custodian Signature (Required)

Parent, Guardian, or Custodian Signature

Date

Acceptable Tests for Baseline and Annual Assessment

Note: The following list of approved assessments is currently under review, and an update will be released when the review process is complete.

Instructions

School Districts

School districts must duplicate and include this document with the annual evaluation letter sent to parents, guardians, and custodians.

Parents, Guardians, and Custodians

Parents, guardians, and custodians should refer to this list when choosing a standardized test to fulfill the initial baseline and annual assessment requirements.

Any test listed below may be used to fulfill the baseline and annual assessment requirements if the copyright date of the published national norms used for reporting is no older than 2005. The forms or editions listed below conform to subrule 281—31.8(2).

Approved Assessments	
<p>1. TerraNova, Third Edition CAT Forms C and D (2017 norms) CTB McGraw Hill</p> <ul style="list-style-type: none"> • 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 	<p>2. Iowa Assessments Forms E and F (2011 and 2017 norms) The Riverside Publishing Company</p> <ul style="list-style-type: none"> • Reading: Level 8 • Language: Level 8 • Mathematics: Level 8 • Reading: Levels 9-14 • Written Expression, Spelling, Capitalization, Punctuation: Levels 9-14 • Mathematics: Levels 9-14 • Science: Levels 9-14 • Social Studies: Levels 9-14
<p>3. Iowa Assessments Forms E and F (2011 and 2017 norms) The Riverside Publishing Company</p> <ul style="list-style-type: none"> • Reading: Levels 15-17/18 • Written Expression: Levels 15-17/18 • Mathematics: Levels 15-17/18 • Science: Levels 15-17/18 • Social Studies: Levels 15-17/18 • Mathematics Composite: K.0-12.9 	<p>4. Stanford Achievement Test 10th Edition (2018 norms) Harcourt Brace Educational Measurement</p> <ul style="list-style-type: none"> • 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

Alternate Assessment Request

If the parent, guardian, or custodian of a CPI student subject to an annual achievement evaluation wishes to have the student take a standardized assessment not listed above, they must request permission from the director of the Department to use a different test prior to testing (Iowa Admin. Code r. 281—31.8(2)). If you would like to request an alternate assessment, complete the required request for consideration form. Instructions for returning are included on the form.

Request Form for Consideration of Standardized Assessment Not Included on Approved List

Official Department Form: Required for Family of CPI Student (If Wishing to Use Alternate Assessment)

Instructions

This form¹ is for parents, guardians, and custodians to use when seeking to use a test not included in the approved list of standardized test options. For this request to be reviewed, the family must complete a separate form for each student requesting an assessment that is not on the approved list and submit each form either by email (buffy.campbell@iowa.gov) or mail:

Buffy Campbell
Iowa Department of Education
400 East 14th Street
Des Moines, Iowa 50319

Please note testing must be completed by May 31 of the school year the assessment is being requested for.

Request Form

Requestor Contact Information

Full Name of Person Making Request: _____

Relationship to Student (Parent, Guardian, or Custodian): _____

Requestor Email: _____ Phone (including Area Code): _____

Requested Assessment Information

Name of Test Being Requested for Consideration: _____

Test Publisher: _____

Test Form/Grade Level:* _____ **If the request is off grade level, attach an explanation or rationale.*

Requestor Signature

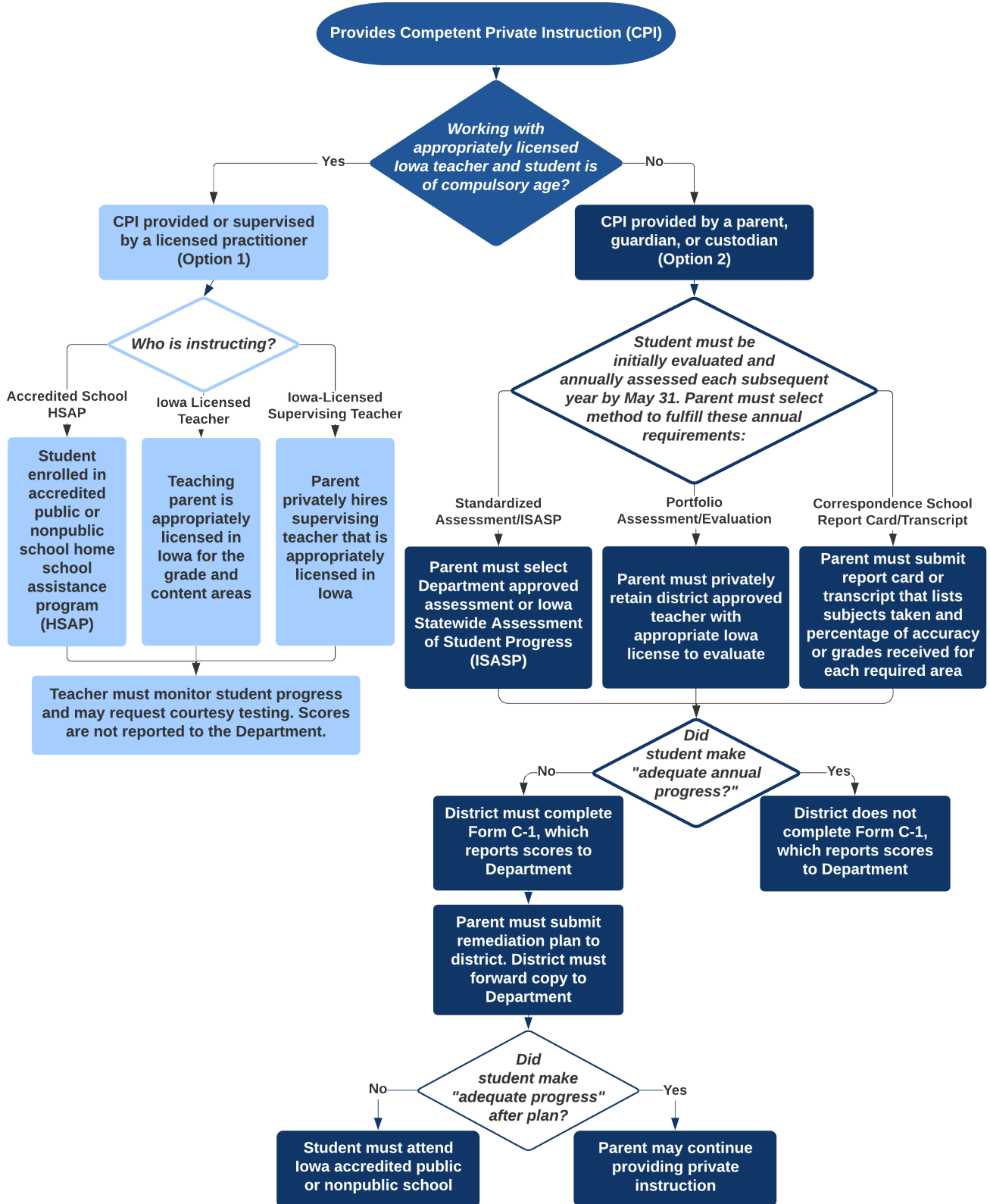
¹Iowa Administrative Code rule 281—31.8(2) provides the following regarding standardized testing:

a. A child's parent, guardian, or legal or actual custodian who chooses standardized testing for the purpose of fulfilling the assessment requirements of the law shall select an instrument approved by the department. The department shall publish an approved list of standardized testing instruments each year. In the event that the parent, guardian, or legal or actual custodian of a student subject to the annual assessment requirement wishes to have the student take a standardized test not included on the department's published list, the parent, guardian, or legal or actual custodian shall request permission of the Director of the Department of Education to use a different test. The decision of the director shall be final.

b. A student subject to the annual assessment requirement who takes a standardized test shall take a grade level form of the test that corresponds most closely to the child's chronological age unless permission is granted by the test administrator to take another grade level form of the test.

Competent Private Instruction Annual Evaluation Flowchart

If your student is receiving CPI in Iowa without the Private Instruction Exemption (Option 2 with no reporting), there are three choices for evaluation: standardized assessment, portfolio assessment or evaluation, or submission of a report card or transcript from an accredited correspondence school. The following chart helps to explain the evaluation options (Iowa Admin. Code r. 281—31.8).



FERPA Parent, Guardian, or Custodian Annual Notification Form: Competent Private Instruction

Official Department Form: Required District Notification for Family of CPI Student

District Instructions

The following form is provided for a school district to use to fulfill its annual obligation to notify parents, guardians, and custodians of CPI students of their rights under the Family Educational Rights and Privacy Act (FERPA). This form should accompany Form A at the time it is provided for a parent, guardian, or custodian.

Note to District: The district must also attach its FERPA policy and student directory information to this notification form.

Dear parent, guardian, or custodian:

Attached is an annual notice of the rights you and your student have with respect to your education records.

This notice is being provided to you because Form A (the Competent Private Instruction [CPI] Report, which you are required to file annually) is a public document and constitutes an educational record. Of course, not all 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:

- Immunization information;
- Special education status;
- Instructional program information;
- Number of days under CPI;
- All information about the licensed teacher who is providing or supervising the instruction; and
- All standardized assessment, portfolio, and accredited correspondence school report card or transcript information.

Unless you notify us to the contrary, our district will release the following “directory information” about your child upon request: student name, address, telephone listing, dual enrollment or HSAP enrollment status, and extracurricular activities (if applicable).

If you do not want all or some of the above information released, provide written instructions to [Insert Full Name of District Contact] at [Insert Mailing Address].

If you have any questions about this notice, call [District Contact] at [Phone Number].

FERPA Parent, Guardian, or Custodian Annual Notification Form: Independent Private Instruction

Official Department Form: Required District Notification for Family of IPI Student

District Instructions

The following form is provided for a school district to use to fulfill its annual obligation to notify parents, guardians, and custodians of IPI students of their rights under the Family Educational Rights and Privacy Act (FERPA).

Note to District: The district must attach its FERPA policy and student directory information to this notification form.

Dear parent, guardian, or custodian:

Attached is an annual notice of the rights you and your student have with respect to your education records.

This notice is being provided to you because you have elected for your IPI student to receive certain services from the school district, or you have provided information based on a written request from the school district's superintendent or Iowa Department of Education's director. That information is a public education record. Personally identifiable information about your student in the education record will not be public unless you consent to its release—it is "directory information" or information that is generally considered not to be harmful and not to invade privacy if released—or if an exception to the consent requirement applies.

Unless you notify us to the contrary, our district will release the following directory information about your child upon request: student's name, address, and telephone listing.

If you do not want all or some of the above information released, provide written instructions to [Insert Full Name of District Contact] at [Insert Mailing Address].

If you have any questions about this notice, call [District Contact] at [Phone Number].

Annual Evaluation Notification Form for Parent, Guardian, or Custodian

Official Department Form: Required District Notification for Family of CPI Student Under Option 2 With Dual Enrollment or Optional Reporting

Notification

Dear parent, guardian, or custodian:

According to Form A, you do not have an Iowa-licensed teacher providing instruction or supervising your program of instruction for your student of compulsory attendance age. However, you have opted to have your student subjected to an initial baseline evaluation and an annual evaluation every year thereafter under CPI Option 2 with dual enrollment or optional reporting. A parent, guardian, or custodian has the choice to fulfill these evaluation requirements by standardized assessment, portfolio assessment or evaluation, or submission of an accredited correspondence school report card or transcript.

Please complete the applicable portion of the following form and return this form to the school district. Please note that this form is optional (but recommended).

Form

Please complete only one of the following sections:

○ **Standardized Assessment**

1. Evaluation Type

- Initial Baseline Evaluation (First Year Only)*

**An initial baseline evaluation may only be used during the first year of homeschooling to establish a baseline for CPI Option 2 students of compulsory attendance age. It is not used to determine academic progress. Assessment prior to age seven cannot be used for baseline.*

- Annual Assessment

2. Grade Level of Student for the 2021-2022 School Year: _____

3. Requested Test Administrator

- School district

- Area education agency (AEA)

- Privately Selected Testing Service at the Family's Expense (skip to #5)**

***Requires the family to report the required test scores and provide the test administration certification to the local school district by August 1. May 31 is the deadline to complete the testing.*

4. Annual Assessment Test and Date

Below is the test and date of the annual assessment that the district will be offering. *Note:* There will not be a cost for the administration of the test. If your student will be taking this test, check the box next to the assessment.

Test: ISASP (Iowa State Assessment of Student Progress) Date: [Note to Districts: Insert Date]

A district may, but is not required to, offer additional standardized assessment options if requested. If you want a different test to be administered, please reach out to the indicated district and/or AEA contacts listed at the end of this form for the dates and times.

5. Student and Family Information

Student Full Name: _____

Parent/Guardian/Custodian Full Name: _____

Address (Street, City, State, Zip): _____

Phone (Optional): _____

○ ***Portfolio Assessment or Evaluation***

The parent, guardian, or custodian is responsible for finding a portfolio evaluator. Indicate the licensed portfolio evaluator's name, folder number, and address below.

Evaluator Full Name: _____ Evaluator Folder Number: _____

Evaluator Address (Street, City, State, Zip): _____

Phone (Optional): _____

○ ***Accredited Correspondence School Report Card or Transcript***

Correspondence School Name: _____

Proper Accreditation: Yes No

Contacts

District Contact: [Insert Name, Address, and Phone Number]

AEA Contact: [AEA Contact Full Name, Address, and Phone Number]

Form C-1: Progress Form for Student of Compulsory Attendance Age Under CPI Option 2 With Dual Enrollment

Official Department Form: Required for School District (Due August 31)

Instructions

A school district must:

- Complete this form for each student receiving CPI under Option 2 with dual enrollment if the student is of compulsory attendance age (following the year assessed) and failed to make adequate annual progress. A student failed to make adequate progress if their parent, guardian, or custodian:
 - Reported at least one of the required content areas assessment scores were at or below the 30th percentile based on national norms and indicate that the student either made less than six months' progress or is below grade level; or
 - Provided a portfolio evaluation report indicating inadequate progress in at least one required subject area; or
 - Provided an accredited correspondence school report card or transcript indicating grades in the required subject areas below a C.
- 1. Attach a copy of the evaluation results (assessment results, portfolio assessment report, or accredited correspondence school report card or transcript) to each student form.
- 2. Return form to Buffy Campbell by email at buffy.campbell@iowa.gov or by mail at:

Buffy Campbell
Iowa Department of Education
400 East 14th Street
Des Moines, Iowa 50319-0146

Do not submit a Form C-1 for students who:

- Are not of compulsory attendance age;
- Received instruction that was provided or supervised by an appropriately licensed Iowa teacher—whether at home, in a nonaccredited school, or in a home school assistance program—as the annual evaluation requirement does not apply to them;
- Were initially evaluated to establish an educational baseline;
- Received IPI; or
- Received CPI under Option 2 and are not dually enrolled or are utilizing the Private Instruction Exemption.

Truancy

Not complying with CPI or IPI laws subjects the parent, guardian, or custodian to truancy prosecution. Please note 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 (Iowa 1992)) and not filling it in fully or accurately (*State v. Rivera*, 497 N.W. 2d 878 (Iowa 1993)). However, it is important to note that there are now options available that do not require the filing of Form A.

Form C-1

Student, Parent, and District Information

Student Information

Last Name: _____ First Name: _____ Middle Initial: _____

Parent, Guardian, or Custodian Information

Last Name: _____ First Name: _____ Middle Initial: _____

Address, City, and Zip Code: _____

Student Testing Information

Student I.D. Number: _____ Date of Birth (MM/DD/YYYY): _____

Grade Level: _____ Testing Session: Fall Winter Spring

District Information

District Name: _____ District Number: _____

Evaluation Results

Complete only one of the following sections:

- **Standardized Assessment**

Provide the name of the standardized test, enter all test percentiles and grade scores for the student for the applicable subject areas, and attach a copy of the assessment results.

Test Name: _____

Test Area (Grades)	Score Total	National Percentage Rank	National Grade Equivalent
Reading (1-12)		%	
Language Arts (1-12)		%	
Math (1-12)		%	
Science (6-12)		%	
Social Studies (6-12)		%	

- **Portfolio Assessment of Evaluation**

If using a portfolio assessment, enter the portfolio reviewer's name and Board of Educational Examiners (BOEE) folder number and attach the assessment report (Iowa Admin. Code r. 281—31.8(3)).

Portfolio Reviewer Name: _____ BOEE Folder Number: _____

- ***Accredited Correspondence School Report Card or Transcript***

If submitting a report card or transcript from an accredited correspondence school, enter the correspondence school's name and attach the student's report card or transcript (Iowa Admin. Code r. 281—31.8(4)).

Correspondence School Name: _____