

COMPETENT
PRIVATE
INSTRUCTION
(HOME SCHOOLING or ENROLLMENT IN A NON-
ACCREDITED SCHOOL)

2001-2002

HANDBOOK

Contact:
Eric Heitz
Iowa Department of Education
Bureau of Administration and School Improvement Services
Des Moines, Iowa 50319
(515)281-5001
eric.heitz@ed.state.ia.us

The following information provides a summary of the requirements, forms, instructions, timelines, law and rules for home schooling in the state of Iowa

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Frequently Asked Questions

1) What is Competent Private Instruction?

Competent Private Instruction (“CPI”) is private instruction provided on a daily basis for at least 148 days during the school year. Private instruction means instruction using a plan and course of study in a setting other than a public or organized accredited nonpublic school. CPI includes both home schooled students and those in other private non-accredited settings

2) May any parent, guardian or legal custodian provide CPI for their child?

In most cases, yes. Simply complete Form A and return it to the local public school of residence by the first day of school or 14 calendar days after the child is removed from the Iowa accredited public or nonpublic school. NOTE: If the child requires special education, prior approval must be received from the special education director at the Area Education Agency before the child may be home schooled or enrolled in a non-accredited private school.

3) Where do I get the books and curriculum if I home school my child?

The state of Iowa does not have a set curriculum or books for home school students. The type of curriculum or books is up to the parent. If the child is dual enrolled, parents may request available textbooks from the local school district.

4) Is there an assessment that my child must take?

If the child is working with an Iowa licensed teacher who has a certificate that is appropriate for the age and grade of the child, there is not an annual assessment requirement. The teacher is responsible to monitor the child’s progress.

If the child is not working with an Iowa licensed teacher and is at least 7 years of age, and has not yet reached age 16 by September 15 of the current school year, the child must take an annual assessment. The child must take a standardized test to set a baseline assessment the first year. After the first year, the child must continue to take a standardized test or develop a portfolio to show progress. Students through grade 5 must be assessed on reading, language arts and math. Students in grades 6-12 must also be assessed on science and social studies. Page 9 has a list of standardized assessments.

5) Is there a requirement that the child makes progress?

Yes, adequate progress must be made. For students working with an Iowa licensed teacher or developing a portfolio, the teacher or evaluator must determine that adequate progress is being made.

If the child takes a standardized assessment, his/her scores must be above the 30th percentile and make 6 months progress from the previous evaluation results or is at or above grade level for the child’s age. Iowa Code 299A.6

6) Once my child has finished home school instruction, will he/she receive a diploma?

No, the state of Iowa does not issue diplomas.

7) What is the difference between dual enrollment and a home school assistance program?

If a child is dual enrolled, he/she is eligible to enroll in academic and /or extracurricular activities at the public school of residence. Students that are dual enrolled are required to complete an annual assessment, standardized test or portfolio, unless they are working with an Iowa licensed teacher who provides overall supervision for the student. If the student is taking a standardized test as an annual assessment, there is no cost if he/she is dual enrolled.

A teacher provided by the school district supervises students enrolled in a home school assistance program. Students are not required to take a standardized test or develop a portfolio since a licensed teacher is supervising. If a student wants to take a class at the public school or participate in an extra curricular activity, he/she must also be dual enrolled. Involvement in home school assistance does not automatically make them dual enrolled.

8) If my child attends a non-accredited school, do I still have to complete Form A?

Yes; Form A is to be completed.

9) If I choose to work with a licensed teacher, where do I find one?

Contact your local district. They may have a home school assistance program or know of teachers who would be willing to work with you.

10) May I use a correspondence school to educate my child?

Yes. If you plan to use the report card from the correspondence school as the annual assessment, you must submit documentation to the local school district that the school is a member of a national or regional accrediting association which is recognized by the United State Secretary of Education and accredited for elementary and secondary education. The first year you home school your child, he/she will be required to take a baseline assessment. 281 IAC 31.7(4)

11) Are students who receive Competent Private Instruction eligible to participate in the Post Secondary Enrollment Options Act?

Yes, CPI students are eligible to participate in the post secondary enrollment option act. Students must be dual enrolled with the local public school by September 15th and follow the same guidelines as regularly enrolled students.

12) May home school students over the compulsory attendance age dual enroll?

Yes, home school students over the compulsory attendance age may dual enroll. School districts will receive funding for dual enrolled students in grades 9-12 based on the amount of time they are enrolled, as opposed to a flat rate for elementary and middle school dual enrolled students.

13) Who pays for the standardized test?

If the student is dual enrolled, there is not a charge. If the child is not dual enrolled, the parent shall pay the cost of the test and the district or AEA may charge up to \$25 per hour plus mileage to administer the test. The parent shall not give the test. If the child is working with an Iowa licensed teacher, an annual assessment is not required.

14) Is there a certification requirement to review a portfolio assessment?

No, but the portfolio evaluator must have an Iowa teaching certificate with the appropriate age level. 281 IAC 31.7(4) The report shall be in narrative form and shall reflect the child's progress in reading, language arts, and mathematics for students in 5th grade and below. For students in grades 6-12, progress shall be shown in reading or literary materials, language or written expression, mathematics or qualitative thinking, science, and social studies.

15) How many classes may a student that is dual enrolled take?

Declaratory ruling #44 states that a student may not enroll in all but one course. Districts may set a policy on how many courses a student may dual enroll in.

16) May parents that have children dual enrolled request material from the Area Education Agency?

The only services that they are eligible to receive from the AEA are the services that regularly enrolled students receive in the same course that the home school student is dual enrolled. 281 IAC 31.5(5)

- 17) Are home school students exempt from immunization?
Only if they complete the proper paper work for a medical or religious exemption. 641 IAC 7.3 For exemption forms, call 1-888-398-9696.
- 18) If a child over the compulsory attendance age is dual enrolled and is not supervised by a licensed teacher, is he/she required to take an annual assessment?
No, the annual assessment is required for students between the ages of 7 and 16 by September 15.
- 19) May a five old year student receiving Competent Private Instruction dual enroll?
If the student is five by September 15th he/she may dual enroll. Iowa Code section 282.3, 299A.8
- 20) Is a student receiving competent Private instruction eligible to take the PLAN or PSAT tests?
Yes, both have places for the students to mark that they are full-time home school students.

Summary of Responsibilities

Parent Responsibilities

- 1) Submit Form A to the district of residence for each child by the first day of school or within 14 days of removing the child from school. 281 IAC 31.2(1)
- 2) Teach the child themselves or obtain an appropriately licensed Iowa teacher to teach or supervise. 281 IAC 31.2(1)
- 3) If the parent is teaching the child and is not an Iowa licensed teacher or working with an Iowa licensed teacher and the child is between the ages of 7 and 16, provide for baseline testing the first year [standardized test as listed in 281 IAC 31.7(1)] and an annual assessment each subsequent year (standardized test or portfolio). This assessment will need to be taken by May 1 of each year. Please contact the local public school for testing dates and times. 281 IAC 31.7(1)
- 4) If desiring to use a standardized test that is not on the list, please send a written request to the Department of Education for permission to take an alternative test. 281 IAC 31.7(2)
- 5) CPI students are eligible for open enrollment if they choose. The deadline is January 1st. Please contact your resident district for forms.

School Responsibilities

- 1) Make Form A available to parents wishing to provide CPI for their children.
- 2) Receive completed copies of Form A, check for completeness, keep a copy in the district's file, and send a copy to the AEA. 281 IAC 31.2(1)
- 3) If a parent indicates that the child requires special education make that your AEA or district special education director knows.
- 4) If parents/guardians request to dual enroll students before September 15: 281 IAC 31.1(1)
 - Provide available textbooks and materials. Provide the standardized test free of charge if needed. School districts can provide only textbooks and materials selected and purchased by the district. DO NOT pay parents to purchase textbooks or materials. DO NOT set up a fund for parents to draw down from. DO NOT allow parents to submit a list of materials to be purchased.
 - Dual enrolled students may also be enrolled in a home school assistance program.
 - If the home school student is dual enrolled in a class or activity that charges a fee for regularly enrolled students, that fee may be charged to dual enrolled students. 281 IAC 31.4(4)
- 5) The district must provide notification to parents of testing times and sites by October 1.
- 6) If the school district provides a home school assistance program: 281 IAC 31.4(5)
 - Provide textbooks and materials on the same basis as other students. School districts can provide only textbooks and materials selected and purchased by the district. DO NOT pay parents to purchase textbooks or materials. DO NOT set up a fund for parents to draw down from. DO NOT allow parents to submit a list of materials to be

purchased. The district may develop a lending library for home school students. It is recommended that materials for the lending or resource library be chosen by a committee of parents, students, and school personnel using the district's textbook or resource adoption policy. If one is developed, the materials shall be made available to regularly enrolled students.

-Provide students with the elements of the home school assistance program defined by the school.

-Provide evaluation of the students.

-Employ a properly licensed teacher to provide or supervise instruction. The teacher may not work with more than 20 families or 40 children, unless a request has been approved by the Department of Education.

-Students enrolled in a home school assistance program may also be dual enrolled.

- 7) Districts shall report to the Department of Education by April 1st the names of all resident home school children who are subject to take an annual assessment and what form of assessment has been chosen.
- 8) Develop policies for transfer of home school students into the school district.
- 9) Send Form C-1, if needed, to the Department of Education by June 30. 281 IAC 31.4(1)
- 10) Send copies of required testing or portfolio evaluation to Department of Education by June 30 if the school was the test administrator. 281 IAC 31.8
- 11) Report noncompliance of the compulsory attendance law and rules to the county attorney. 281 IAC 31.4(1)
- 12) When a parent requests an assessment from the list that the district does not offer, the district may request the AEA to administer the test or call AEA 9 to order a copy. (319)359-1371 Tests may also be ordered by calling 1-800-211-8378 or www.hemweb.com

AEA Responsibilities

- 1) Receive annual competent private instruction notification from each district in the AEA. 281 IAC 31.4(1)
- 2) If home school student is identified as a special education student, AEA special education director must give prior approval. 281 IAC 31.9
- 3) Provide standardized testing for student, when requested by school district. 281 IAC 31.4(2) AEA 9 has some of the tests available. They may be ordered by calling AEA 9 at (319)359-1371. Additional tests may be ordered by calling 1-800-211-8378 or www.hemweb.com

County Attorney Responsibilities

Act upon referrals made by a local school district.

Department of Education Responsibilities

- 1) Develop annual competent private instruction notification form and send to school districts. 281 IAC 31.4(1)
- 2) Receive Form C-1 from school districts as of June 30 each year and develop list of students from whom evaluation data is expected by April 1st. 281 IAC 31.4(1)
- 3) Receive copies of baseline test, annual standardized test, or portfolio evaluation on students requiring an annual assessment by June 30. 281 IAC 31.8 (2)
- 4) Notify parent/guardian or custodian of the student when the student does not make adequate progress and must attend an Iowa accredited school, unless approval for competent private instruction under a remediation plan is granted. Iowa Code Section 299A.7

COMPETENT PRIVATE INSTRUCTION TIMELINES/PROCEDURES

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

**By the first day of school
OR**

**Within 14 days of removal of student from
accredited school**

Parent or guardian submits annual notification form to resident school district.

- ◆ Report must be made on form provided annually by the Department of Education.

By September 15

Deadline for parent/guardian to request dual enrollment or home school assistance program of school district.

- ◆ School district is not required to provide a home school assistance program.
- ◆ May request dual enrollment or participation in a home school assistance program after September 15, but approval is not automatic; it is decided by the local school board.

By October 1

School district notifies parent/guardian/legal custodian of time and Dates standardized tests will be given.

April 1

Names of all resident children who are subject to an annual assessment and what form of assessment has been chosen by the child's parent, guardian, or legal custodian.

By May 1

Deadline for conducting annual assessment (standardized test or portfolio evaluation).

- ◆ Applies to students who are not taught or supervised by an Iowa licensed teacher or not taught by parent/guardian who is an Iowa licensed teacher.

By June 30

Deadline for reporting results of standardized tests or portfolio evaluation to resident district and Department of Education.

By June 30

District submits Form C-1 to Department of Education indicating those students who must be evaluated annually.

- ◆ Form C-1 is submitted if the child falls below the 30th percentile on the annual assessment. Do not include student on Form C-1 who are served by licensed teachers or who were less than age 7 or greater than age 16 on September 15 of the current school year.

State of Iowa
Competent Private Instruction Report
Iowa Code section 299.4
2001 - 2002 School Year

Required information: See instructions before completing.

The following information is required in accordance with *Iowa Code section 299.4*. Parent/Guardian must submit this report in duplicate to the school district of residence. This report is required if the student is between the ages of 6 and 16 by September 15 and does not attend an accredited Iowa public or nonpublic school or is not enrolled in a home school assistance program operated by an accredited Iowa public or nonpublic school. **Return this form to the school district secretary by the first day of school or within 14 calendar days of removing the student from an accredited public or nonpublic school.**

Child and Family Information:

1. Name and birth date of child under competent private instruction.

_____ (Name) _____ (Birth date)

2. Name and address of person filing report.

_____ Parent Guardian Legal custodian
(Name)

_____ (Address) _____ Phone Number (optional)

3. Immunization Information

Attached Previously provided by _____
(Tell where, when, and to whom evidence was provided.)

4. Is the child currently identified as a child requiring special education? Yes No

Instructional Program Information:

5. Outline the course of study either in the space or on a separate page(s). Attach lesson plans on separate page(s). First through Fifth grade must include reading, math and language arts scores. Sixth grade and beyond must also include science and social studies.

Subject	Text and Publisher	Time spent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

_____ (Name)	_____ (Teacher folder number)
_____ (Address)	_____ (Teacher signature-optional)
_____ (City/State/ZIP)	_____ (Phone number-optional)

CONTINUE TO THE NEXT PAGE.

8. Method of Annual Assessment:

NOTE: If an appropriately licensed/certified teacher provides instruction or supervises the parent, guardian or legal custodian in providing instruction in accordance with Chapter 31 IAC of the rules of the Department of Education, the child is not subject to annual assessment.

A "Baseline test" is required the first year of home schooling for all children subject to the annual assessment requirement who are between the ages of 7 and 16 by September 15. Thereafter, an assessment, either a standardized test or a portfolio evaluation, is required annually.

A. ___ Standardized Testing Indicate the test you desire to use for Baseline (B) or Annual Assessment (AA) purposes.

B AA

- ___ ___ California Achievement Test (CAT)
- ___ ___ Comprehensive Tests of Basic Skills (CTBS)
- ___ ___ Iowa Tests of Basic Skills (ITBS) Grades K-9 only
- ___ ___ Iowa Tests of Educational Development (ITED) Grades 9-12 only
- ___ ___ Metropolitan Achievement Test (MAT)
- ___ ___ Stanford Achievement Test
- ___ ___ Stanford Achievement Test (Abbrev.)

Grade level of test desired ___ Fall testing ___ Winter testing ___ Spring testing ___

Name, address, and telephone number of the person to be notified of testing dates:

(Name)	(Phone no. optional)
(Address)	(City/State/ZIP)

B. ___ Portfolio Evaluation

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

(Name)	(Teacher folder number)	(Phone number-optional)
(Address)	(City/State/ZIP)	

**The parent, guardian, or legal custodian is responsible for finding a portfolio evaluator.

If your child plans to participate in any academic or extracurricular activity at your local school district, complete the following:

9. Do you desire dual enrollment in the public school for the child under competent private instruction? (School districts may refuse a dual enrollment requested after September 15th.) Yes ___ No ___

A. Dual enrollment is desired for: Academic ___ Extra-curricular activities ___ Both ___

B. Grade Level _____

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

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

This form must be returned to the public school district of residence by the first day of school or 14 calendar days after the child is removed from an Iowa accredited school.

INSTRUCTIONS FOR FORM A

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

The due date is the first day of school or 14 calendar days after the child has been removed from an Iowa accredited school

The form is designed to allow the parent to provide the required information, items 1-7. If you plan to dual enroll your child in a academic course or extracurricular activity, complete items A-B.

Required information:

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

Item 3: Section 139A.8, Code of Iowa, requires that children be immunized against certain diseases. A child who begins home schooling for the first time in Iowa must have received the required immunizations unless parents file a doctor's statement or an affidavit of religious exemption as outlined in section 139A.8, Code of Iowa. For exemption forms, please call 1-888-398-9696.

Item 4: If marked "Yes", send a copy of **Form A** to the school district and the AEA Director of Special Education for approval. Children may be home schooled and still receive special education services, but must have prior permission from the AEA Director of Special Education.

Item 5: List the subjects taught, the texts used, the text publisher, and the amount of time spent on each subject listed. Parents may either use the lines on the form or attach the course of study information separately. Lesson plans may be accepted for the entire year or for shorter periods of time. The lessons should show evidence of planning.

Item 6: The number listed must be at least 148. Exception: If a child was enrolled in a public or accredited nonpublic school during the current academic year, then switched to home schooling, the number on this line may be the number of days remaining of the 148 days after subtracting the number of days the child was in attendance in the school.

Item 7: In some situations, a person other than the child's parent, legal guardian, or legal custodian either provides or supervises the instruction for the child. This person must hold a valid Iowa teaching license appropriate to the age and grade of the child. The teachers name, address, and folder number must be provided in this item. The school district will check the licensure of this person by contacting the Bureau of Practitioner Preparation and Licensure, Iowa Department of Education (1-800-778-7856). An elementary classroom teacher license is appropriate for teaching or supervising home schooling in grades K - 9; a secondary classroom teacher license is appropriate for grades 5 - 12. If the teacher has a substitute license, they may supervise students K-12. If item 4 is blank, and the child was/will be 7 but not yet 16 on September 15 of the current school year, the child is subject to the baseline testing/annual assessment requirement.

Item 8: Children in competent private instruction are subject to the assessment requirement if they fit both of these criteria:

1. AGE--the child is at least 7 years of age, and has not yet reached 16, by September 15 of the current school year.
2. TEACHER--the child's instruction is **not** provided or supervised by a person holding a valid Iowa teacher license appropriate to the age and grade of the child.

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

Subjects that must be assessed:

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

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

Parents may have indicated which one of the 7 acceptable tests they wish to use for the baseline or annual assessment. A more detailed list of these tests is attached in the IAC 31.7(1). Note that the item also asks parents to indicate the grade level and testing period they prefer. Schools or AEAs providing the testing should attempt to accommodate these preferences. Schools may provide the testing themselves or

may delegate it to the AEA. Parents should be notified by October 1 of time of the testing dates and sites. If parents of a dual enrolled student subject to the assessment requirement request testing in their home, it must be provided at that site. Parents shall not administer either baseline or annual assessments to their children. The standardized test administrator is identified by the school district or the Area Education Agency. If a portfolio is used as an annual assessment, the parent, guardian, or legal custodian identifies the licensed teacher to evaluate the portfolio. The deadline for completing assessments is May 1st of each year and the test administrator or portfolio evaluator must send a copy of the results to the parents, the school district, and the Department of Education by June 30.

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

Item 9: Dual enrolled students may participate in coursework or activities on the same basis as regularly enrolled students. Procedures need to be set up to ensure that dual enrolled students and their parents are given adequate notice of the time and place of the activities they have chosen. This item is required if parents wish to have their children participate in a academic course, extra curricular activity, have the standardized test paid for by the district, and/or the child has been identified as currently requiring special education.

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

Complete this form only for each student who was/will be 7 but not yet 16 on September 15 of the current school year and has a national percentile rank of 30 or below in any one of the test areas indicated OR who has less than 6 months progress on national grade equivalent form one year to another. **A copy of the test results, portfolio assessment report or accredited correspondence school report card must be attached to this form.**

Student Name			
	Last	First	M.I.

District		
	Name	Co.-Dist. #

Parent or Guardian Name			
	Last	First	M.I.

Address			
	Street or P.O. Box	City	Zip Code

Child I.D.#	To be assigned by DE	Date of Birth	/ /	Grade		Test Session	Fall, Winter, Spring
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Test Name	If baseline test please check box <input type="checkbox"/>	
Test Area	National Percentile Rank	National Grade Equivalent
Reading Total		
Language Arts Total		
Math Total		
Science Total (Grades 6-12)		
Social Studies Total (Grades 6-12)		

School Year of Baseline Test	Name of Baseline Test	Year of Baseline Test
281-JAC 31.7(1) if known		
If using accredited correspondence school report card enter correspond-ence school name and attach report card. 281-JAC 31.7(4)d		
If using a portfolio assessment enter portfolio reviewer name and folder number and attach assessment report. 281-JAC 31.8(3)		

Please return this form to:
 Eric Heitz
 Iowa Department of Education
 Bureau of Administration and School Improvement Services
 Grimes State office Building
 Des Moines, Iowa 50319-0146

Instruction for Form C-1

1) Complete a copy of C-1 for each student between the ages of 7 and 16 by September 15 who has at least one evaluation score below the 30th percentile, nationally normed, in one of the areas of reading, mathematics, language arts up to 5th grade and science and social studies for 6th-12th grades or grade equivalent score which indicates that the child has made less than six months progress scores must also be reported in science and social studies. Enter all percentiles and grade scores for the student on Form C-1 when there is at least one score showing inadequate progress. A copy of the results of the standardized test or portfolio assessment report must be attached to each student form.

2) Do not submit a Form C-1 for:

- a) children who were under seven years old.
- b) Children whose instruction was provided or supervised by an appropriately licensed Iowa teacher, whether at home, in a nonaccredited school, or in a home school assistance program. The annual assessment requirement does not apply to them.

3) If you have any question please contact:

Eric Heitz
Iowa Department of Education
Bureau of Administration and School Improvement Service
Des Moines, Iowa 50319
(515)281-5001
eric.heitz@ed.state.ia.us

Iowa Administrative Code

For a copy of the rules of the Iowa Competent Private Instruction or Home School rules go to the following address:

<http://www.state.ia.us/educate/>

- 1) Click on Rules/Law
- 2) Click on Iowa Administrative Code
- 3) Click on Iowa Administrative Code again
- 4) Go to Education which is on page 3
- 5) Home school rules are Chapter 31