

HELP FOR FILLING OUT THE COMPULSORY REPORT FORM

Nothing in Minnesota law specifies exactly how non-public educators are to make their annual report only that it is due by October 1 each year and certain information is to be communicated. You are free to write a letter of your own, use this MACHE designed reporting form, or some other device. *MACHE recommends that you only report what is actually required by law.* As soon as even a few people comply with requests that exceed the law, those requests can become "requirements" which will create conflict for other home educators.

The information you provide to your local school district regarding your homeschool students is private and confidential as described by Minnesota Statute 13.32 Subd.4a. This information may not be used as directory information, nor may it be disclosed to third parties without the written consent of the parents. Unauthorized release of this private data by the school district or its officials would subject the offender to penalties pursuant to the M.S. 13.08 and 13.09. Please notify MACHE if you think your homeschool student's privacy has been violated.

REPORT HISTORY:

MACHE founder and former board member, Roger Schurke, an attorney, was a member of the task force that wrote the "Definition of School" law passed in 1987. He prepared a sample reporting letter which MACHE included in its membership handbook for many years. However public school superintendents seem to prefer forms. As time went by, MACHE became concerned about the amount of information that Minnesota school district superintendents attempted to "require" home educators to report in order to "be in compliance" with Minnesota non-public education statute. In 1997 MACHE developed a non-public education reporting form for its membership using suggestions and advice from several Minnesota private school and home education organizations. The Commissioner of the Department of Children, Families and Learning also reviewed it and sent letters to public school superintendents indicating that this form was consistent with the requirements of MN law 120.101-103 and 123.70 and encouraged its use.

After a few years and a change in government leadership, what was formerly known as the Department of Children, Families, and Learning developed its own form and promoted it through the local school districts. This form continues to be mailed to home educators via local districts, often times with an accompanying letter implying it is mandatory. **YOU ARE NOT REQUIRED TO USE THAT FORM.** It asks for more information than the law specifically authorizes.

The MACHE form has been updated to reflect current statutory language and has been reviewed by and is recommended by HSLDA (Home School Legal Defense Association).

RECORD KEEPING:

Always **photocopy your completed report and retain it in your permanent records file.** Not only is it proof that you have satisfied state law, the copy establishes that you are a legitimate non-public school and thus eligible for educator discounts at businesses that extend such privileges.

DISTRIBUTION OF THE MACHE REPORTING FORM:

When making copies of the reporting form for others, include these two information pages and both sides of the report form. MACHE encourages you to use this form or your own letter instead of any documents your local school district may send because those usually are, to some degree, in error. Please do not set precedent by reporting more information than statute specifies.

EXPLANATORY INFORMATION:

1a. Compulsory attendance ages: MN Statute reads ‘between the ages of 7 and 16’. Therefore, you do report a child who is 7 years old, but not a child who has turned 16 by October 1. A child who turns 7 during the school year can be reported following their birthday.

1b. Birth date is now required by statute. The 1999 Legislature changed the law from “age” to “birth date.”

2. Immunization statement: Most school districts routinely send a copy of the MN Dept. of Health’s immunization history sheet to non-public educators. You may submit a photocopy of immunization history from your health provider. Notarization is necessary if you sign the conscientious exemption to immunizations statement.

3. Do I have to submit the credentials of everyone who teaches my child? Submit the qualifications of the primary instructors. In home based education, that is almost always the parents.

4. Annual Instructional Calendar/Quarterly report card: There is no minimum number of required instructional days. Your school is autonomous from all other educational institutions. You may have year-round school. Following the local government school calendar or that of a private school may make scheduling for other activities easier. Indicate beginning and end of year dates and when major breaks occur for holidays.

Specific dates for report card submission are not mandated by statute. Parents must be responsible to submit this information in a timely fashion. Only grades for the required core curriculum subjects have to be submitted. Nothing in statute requires you to use report cards from the school district. Prepare your own report card and proofread it carefully. See MACHE Handbook Section 7 for tips on preparation.

5a. Norm-referenced testing: Parents have equal authority with the superintendent in the selection and administration of these tests. Historically, mediators have sided with the home educating families. Identifying the test is not required by Oct. 1. **Test results are NOT required to be reported.**

5b. MN Statewide Assessments and Tests administered annually in grades 3-8, and once in 9-12: These tests apply ONLY to public school students. If you should ever decide to enter your children in the government schools, they will be tested at that time. MACHE recommends you do not set precedent by involving your students with these assessments.

6. If you and the superintendent cannot come to agreement, the issue may be resolved through mediation. If you have questions, **contact MACHE**, PO Box 32308, Fridley, MN 55432. E-mail: **info@mache.org**. Please include copies of correspondence with the district.

**MACHE gives permission to photocopy this 4-page document only in its entirety,
without changes, additions or deletions.**

MACHE Non-Public Education Compulsory Instruction Report

This document meets all reporting requirements of MS 120A.22-120A.26; 121A.15.

Pursuant to Minnesota Statute 13.32 Subd. 4a. the information on this form is private and confidential. This information may not be used as directory information, nor may it be disclosed to third parties without the written consent of the parents. Unauthorized release of this private data by the school district or its officials would subject the offender to penalties pursuant to the M.S. 13.08 and 13.09.

TO: (name and number of school district) _____

PARENTAL RESPONSIBILITY. *The parent of a child is primarily responsible for assuring that the child acquires the knowledge and skills that are essential for effective citizenship. M.S. 120A.22 Subd. 1.*

REPORTS TO SUPERINTENDENT. *The person in charge of providing instruction to a child shall submit the following information to the superintendent of the district in which the child resides. M.S. 120A.24 Subd. 1.*

Name of person making this report: _____ **(Date)** _____

(Address) _____ **(Telephone)** _____

By October 1 of each school year, the name, birth date, and address of each child receiving instruction. List those students who are subject to compulsory instruction (between the ages of 7 and 16 years).

Name	Address	Birthdate

ACCREDITATION:

Is this an accredited school? If yes, give the name and address of the accrediting agency: _____

IMMUNIZATIONS:

M.S. 121A.15 requires parents of children receiving instruction to submit a statement to the superintendent of the district in which they reside, on or before October 1 of each school year, indicating that their children have been vaccinated in accordance with M.S. 121A.15 or submit a notarized statement that their children have not been immunized because of the conscientiously held beliefs of the parent or guardian.

- ___ Immunization statement is attached.
- ___ Immunization statement is on file; no changes in the last year.
- ___ Notarized statement of conscientiously held beliefs is attached.
- ___ Notarized statement is on file; no changes in the last year.

For accredited schools, your report is now complete. *A non-public school, person, or other institution that is accredited by an accrediting agency, recognized according to section 123B.445, or recognized by the state board of education, is exempt from the requirements in subds. 1 and 2, except for the requirement in subd. 1, clause (1). 120A.24 Subd. 3*

Non-accredited schools complete the remainder of this form.

INSTRUCTOR QUALIFICATIONS

M.S. 120A.24. subd.1, clause 2. the name of each instructor and evidence of compliance with one of the requirements specified in 120A.22, subd. 10.

Name _____ **Name** _____

Indicate one of the following that describes the qualification of the person(s) providing instruction:

- ___ Instructor holds a valid MN teaching license in the field and for the grade level taught. 120A.22, subd 10 (Clause 1)
 - ___ Copy of license is attached.
 - ___ Copy of license is on file.

Continued on other side.

___ Instructor is directly supervised by a person holding a valid Minnesota teaching license. 120A.22, subd. 10 (Clause 2)

Name of Supervisor _____

___ Copy of license is attached.

___ Copy of license is on file.

___ Instructor has successfully completed a teacher competency examination. M.S. 120A.22, subd. 10 (Clause 3)

___ Copy of statement of successful completion is attached.

___ Copy of statement of successful completion is on file.

[120A.22, subd. 10 clause 4 refers to instructors in accredited schools]

___ Instructor holds a baccalaureate degree. 120A.22, subd. 10 (Clause 5)

___ Copy of diploma is attached. (Copy of transcript may be substituted at instructor's discretion.)

___ Copy of diploma is on file.

___ Instructor is the parent of the child(ren). 120A.22, subd. 10 (Clause 6)

ANNUAL INSTRUCTIONAL CALENDAR/ QUARTERLY REPORT CARDS: *No minimum number of days or hours is required. 120A.24, subd. 1 (3)*

___ Calendar attached

___ Calendar recorded below.

Quarterly report cards are to be submitted **only if** the sole instructor qualification is that of being a parent (Clause 6). *For each child instructed by a parent who meets only the requirements of section 120A.22, subd. 10. (6), a quarterly report card on the achievement of the child in each subject area required in section 120A.22, subd. 9. [Required subject areas are: Basic communication skills (including reading, writing, literature and fine arts); math and science; social studies (including history, geography and government); health and physical education.] M.S. 120A.24. subd. 1 (4).*

ASSESSMENT OF PERFORMANCE:

Each year the performance of every child who is not enrolled in a public school must be assessed using a nationally norm-referenced standardized achievement examination. The superintendent of the district in which the child receives instruction and the person in charge of the child's instruction must agree about the specific examination to be used and the administration and location of the examination. (b) To the extent the examination in paragraph (a) does not provide assessment in all of the subject areas in subd 9, [listed above under quarterly report cards] the parent must assess the child's performance in the applicable subject area. This applies only to a parent who provides instruction and does not meet the elements of subd.10, clause (1), (2), or (3). M.S. 120A.22 subd. 11.

The following nationally norm-referenced standardized achievement test will be used:

Test name _____

Administrator _____

Administration location _____

(Agreement with these arrangements is assumed unless the non-public school is contacted in a timely manner.)

___ Norm-referenced testing arrangements will be determined at a later date.

⇒ Photocopy this completed report and retain it in your permanent record file. ⇐

This reporting form was prepared by the Minnesota Association of Christian Home Educators (MACHE) with suggestions and advice from several educational organizations including Home Based Educators' Accrediting Association. MACHE may be contacted at 763-717-9070 – toll free 866-717-9070, or e-mail: info@mache.org

Permission is given to photocopy this document only in its entirety without changes, additions or deletions.

Pursuant to Minnesota Statute 13.32 Subd. 4a. the information on this form is private and confidential. This information may not be used as directory information, nor may it be disclosed to third parties without the written consent of the parents. Unauthorized release of this private data by the school district or its officials would subject the offender to penalties pursuant to the M.S. 13.08 and 13.09