

Which Homeschool Reporting Forms to Use?

Is this your first time filing a report?

Complete the [Initial Report to Superintendent](#) form and submit it to your school district by October 1st.

Did you file a report last year?

Send your school district a [Letter of Intent to Continue Homeschooling](#) using either the MÂCHÉ form or your own letter with similar wording by October 1st.

Have you moved since reporting last year?

Complete the [Initial Report to Superintendent](#) form and submit it to your new school district by October 1st.

Notify your former school district that you have moved.

Immunization Reminder

If your child is entering seventh grade (12 years old), you must file an updated immunization record unless you previously submitted a signed and notarized conscientious exemption to your school district.

Initial Report to Superintendent

This document meets all reporting requirements of MS 120A.22-120A.26; 121A.15 (2011).

This form should be submitted initially to the resident district superintendent by the person in charge of providing instruction to a child: (1) by October 1 when a child being instructed pursuant to Minn. Stat. §120A.24 reaches age seven (subsequent children will be reported in the letter of intent to continue homeschooling); (2) within 15 days of withdrawal of the child from public school to homeschool if after age seven; or (3) by October 1 after you move your residence to a new school district.

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 by the district nor may the district disclose this information 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 & number of school district): _____

From (parent's name): _____ Date: _____

Address (street, city, state, zip code): _____

*The person reporting is a parent of the reported child(ren) and in charge of their instruction. If the person completing this report is not the parent but is in charge of instruction, that must be noted and evidence of one of the qualifications pursuant to Minn. Stat. § 120A.24, subd. 2 must be attached.

Names and birthdates of children receiving instruction between the ages of 7 and 16 years:

<u>First and Last Name of child(ren)</u>	<u>Birthdate</u>	<u>Address (if different than parents' address)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Immunization information: If you are reporting a student who was listed above for the first time or one of your students has reached seventh grade (age 12), attach either an immunization statement or a notarized statement of conscientious exemption to immunizations because of the beliefs of the parent or guardian (if not already on file at the current school district).

(Please continue to page 2 of the Initial Report to Superintendent)

**Initial Report to Superintendent
(page 2)**

Immunization records are attached for the following children (include age):

Accreditation: If your school is accredited by an accrediting agency pursuant M.S. 123B.445 or recognized by the Commissioner of Education, list the name here:

If you are an accredited school, your report is now complete. A non-public school, person or other institution that is accredited by an accrediting agency does not have to administer nationally norm-referenced standardized tests or disclose that information to the local school district. Photocopy this completed report and file it with your family's permanent records.

Assessment of performance: Each year the performance of every child 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.

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

Test Name:

Administrator and Location:

This reporting form was prepared by the Minnesota Association of Christian Home Educators (MÂCHÉ) with suggestions and advice from the Home School Legal Defense Association (HSLDA).

MÂCHÉ may be contacted by email sent to info@mache.org.

Letter of Intent to Continue Homeschooling

(Use this form annually after filing the *Initial Report to Superintendent* with your school district.)

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 by the district nor may the district disclose this information 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 & number of school district): _____

From (parent's name): _____ **Date:** _____

Address (street, city, state, zip code): _____

Pursuant to Minnesota Statute 120A.24 subd. 1(b), we provide you with this letter of intent to continue our home education as reported previously and on file in your district office.

The following are changes and additions for this reporting period (if any):

New student(s) to report: (Provide name, date of birth, and address if different from residence.)

<u>First and Last Name of child(ren)</u>	<u>Birthdate</u>	<u>Address (if different than parent's address)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Immunization information: If you are reporting a student who was listed above for the first time or one of your students has reached seventh grade (age 12), attach either an immunization statement or a notarized statement of conscientious exemption to immunizations because of the beliefs of the parent or guardian (if not already on file at the current school district).

New immunization records are attached for the following children (include age):

Assessment changes: Report any changes in the assessment or method of assessment other than previously reported. If no change is listed below for any child listed above as a new student, we will be using the previously reported tests and administration procedures. Agreement with these arrangements is assumed unless the non-public school is contacted in a timely manner.

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

Test Name: _____

Administrator and Location: _____

Other changes to the reports on file for addresses, instructor information, and accreditation (if any):