



## Initial Registration Form for Unaccredited Nonpublic Schools (including homeschools)

The person or nonpublic school in charge of providing instruction to a child must submit an *Initial Registration Form for Unaccredited Nonpublic Schools (including homeschools)*, to the superintendent of the school district where the child resides. Please do **not** mail the registration form to the Minnesota Department of Education. Complete the information using this form or a written or electronic format of your choice. You will submit a [Letter of Intent to Continue to Provide Instruction](#) by October 1 in subsequent years.

Per [Minnesota Statutes, section 120A.24, subdivision 1](#), Information in the registration form must be submitted:

- By October 1 of the first school year the child receives instruction after reaching the age of seven;
- Within 15 days of when a parent withdraws a child from public school after age seven to provide instruction in a nonpublic school that is not accredited by a state-recognized accredited agency;
- Within 15 days of moving out of a district; and,
- By October 1 after a new resident districts is established.

### Instructor(s)

#### Primary Instructor Contact Information

Full Legal Name (Last, First, Middle)	
Street Address (No P.O. Box)	
Home Phone (Including Area Code)	
Other Phone (Including Area Code)	
Email Address	

#### Secondary Instructor Contact Information

Full Legal Name (Last, First, Middle)	
Street Address (No P.O. Box)	
Home Phone (Including Area Code)	
Other Phone (Including Area Code)	
Email Address	

## Evidence of Instructor Qualifications

A person who is providing instruction to a child must meet at least one of the following requirements per [Minnesota Statutes, section 120A.22, subdivision 10](#):

- The instructor holds a valid Minnesota teaching license in the field and for the grade level taught. (Attach a copy of the license.)
- The instructor is directly supervised by a person holding a valid Minnesota license. (Attach a copy of the license.)
- The instructor has successfully completed a teacher competency examination.
- The instructor holds a baccalaureate degree. (Attach a copy of diploma/degree.)
- The instructor is the parent, guardian or other person having legal custody of a child who is assessed according to the procedures in [Minnesota Statutes, section 120A.22, subdivision 11](#).

## Accreditation

Is the nonpublic school accredited by an accrediting agency recognized by the Minnesota Nonpublic Education Council? If yes, please complete the table below.  Yes  No

Name of Accrediting Agency	Dates of Accreditation Term

## Student(s)

Please complete the table below (attach additional sheets, as needed).

Student(s) Full Legal Name	Date of Birth (mm/dd/yyyy)	Address	Phone Number

## Immunization Records

Per [Minnesota Statutes, section 121A.15](#), subdivision 8, please attach immunization records or notarized statement of conscientious objection for each student. Update immunization information when each student reaches 7th grade.

## Proposed Annual Nationally Normed Achievement Test, Assessment or Examination Plan

Instructors and superintendent must mutually agree on the proposed annual nationally normed achievement test(s) assessment(s) or examination plan, the administration and the location of the examination. Iowa Test of Basic Skills, Iowa Tests of Education Development and Stanford Achievement Tests are available from the [University of Minnesota Statewide Testing Program](#), (612) 626-0006. High school students may also consider the [ACT](#) college admissions test.

Nationally Normed Achievement Test	Student Name	How the test will be administered and who will be the administrator	Test Location	DISTRICT USE Superintendent AGREES to this plan for the student(s) in the years specified	DISTRICT USE Superintendent DOES NOT AGREE: Contact instructor immediately
Iowa Test of Basic Skills (ITBS), Grades K-8					
Iowa Tests of Educational Development (ITED), Grades 9-12					
Stanford Achievement Test (SAT-10), Grades K-12					
Other:					

## Maintaining and Submitting Documentation and Scores

Per [Minnesota Statutes, section 120A.24, subdivision 2](#), the person or nonpublic school in charge of providing instruction to a child must maintain documentation indicating that the subjects required in section [120A.22, subdivision 9](#), are being taught and proof that the tests under section [120A.22, subdivision 11](#), have been administered. This documentation must include class schedules, copies of materials used for instruction, and descriptions of methods used to assess student achievement.

The parent of a child who enrolls full time in public school after having been enrolled in a nonpublic school that is not accredited by a state-recognized accrediting agency must provide the enrolling public school or school district with the child's scores on any tests administered to the child under section [120A.22, subdivision 11](#), and other education-related documents the enrolling school or district requires to determine where the child is placed in school and what course requirements apply. This paragraph does not apply to a shared time student who does not seek a public school diploma.

The person or nonpublic school in charge of providing instruction to a child must make the documentation in this subdivision available to the county attorney when a case is commenced under section [120A.26, subdivision 5](#); [chapter 260C](#); or when diverted under [chapter 260A](#).

## Signature

Type Name of Person Submitting this Letter: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Parent(s) or Guardian(s):

The nonpublic school, including home school, in which your child attends is located within the district boundaries of Buffalo-Hanover-Montrose School District (BHM). Per the Individuals with Disabilities Education Improvement Act (IDEIA), BHM Schools is therefore responsible for locating, identifying, and offering educational services to students with disabilities.

The purpose of this memo is to notify you of two possibilities:

1) If your child was previously evaluated by a Minnesota school district and found to be eligible for special education services and received services on an Individualized Education Program plan (IEP), BHM Schools stands ready to offer and provide special education services and related services. If you would like to pursue these services, please discuss options with your nonpublic school team and contact BHM Schools' Assistant Director of Special Services for next steps.

2) If you have concerns with your child's academic performance, communication, health or physical status, cognitive functioning, social/emotional or behavioral skills, motor skills, or functional skills, you may seek an evaluation through the BHM School District Special Services Department following interventions conducted within the nonpublic school. The evaluation will be designed to determine whether or not your child has an educational disability as defined by eligibility criteria in Minnesota Rules 3525. For children who are found eligible to receive special education services, parents will be invited to participate on a planning team that will review the information and propose services.

The process is as follows:

- a. The parent and the nonpublic school teacher should discuss identified concerns regarding the student's academic performance, communication, health or physical status, cognitive functioning, social/emotional or behavioral skills, motor skills, or functional skills. If both parties agree, the teacher will then gather information and conduct pre-referral interventions. If concerns persist and performance is discrepant from typically developing peers, the teacher will obtain a release of information from the parent to share information and consult with BHM School District special education personnel, and will submit pre-referral information to the non-public school principal or designee. If your child is enrolled in homeschool, the parent should gather information and conduct pre-referral interventions. The principal or home school parent may contact the School Psychologist to consult with the team during this pre-referral process.
- b. The School Psychologist will review pre-referral information and interventions. He/she may contact the parent, teacher, and/or principal for additional information or consultation.



**Special Services Department**

214 1<sup>st</sup> Avenue NE

Buffalo, MN 55313

763.682.8715

[bhmschools.org](http://bhmschools.org)

c. Parents will be invited to a referral review meeting that will be held at a mutually agreed upon location. Representatives from the private school and public-school special education staff will also be invited to attend. The team will review the documented evidence presented by the nonpublic school teacher prior to the team making a decision on the appropriateness of an evaluation and areas to assess. An evaluation plan may be completed or alternative options, such as the continuation of appropriate interventions, will be discussed if an evaluation plan is not proposed.

d. If an evaluation will be conducted, the parent will receive a written notice of the proposed evaluation for review and approval. The notice requires parent consent prior to the public school conducting the evaluation.

e. Once parent consent is received, the public-school special education team will conduct and share results of the evaluation within 30 school days. Parents will have an opportunity to provide further information about the child as part of the evaluation.

f. The evaluation team will complete a summary report, outlining the child's eligibility for special education services and related services and educational needs that will drive the creation of an Individualized Education Program plan (IEP), if eligible.

Please let us, or your nonpublic school team, know if you have questions.

Sincerely,

Amy Ernst  
Director of Special Services 763.682.8721

Tessa Newby  
Assistant Director of Special Services 763.682.8720