

## Letter of Intent to Continue to Provide Instruction

Per [Minnesota Statutes, section 120A.24, subdivision 1\(b\)](#), the person or nonpublic school in charge of providing instruction to a child between the ages of seven and 16 through 17 for which an initial registration form was filed pursuant to this subdivision must submit, by October 1 of each school year, a letter of intent to continue to provide instruction under this section for all students under the person's or school's supervision and any changes to the child's name, birthday, address of the child and the annual tests intended to be administered.

Complete the information using this form or a written or electronic format of your choice. If you have moved, you must file a new [Initial Registration Form for Unaccredited Schools, Including Home-School](#). **Information in the Letter of Intent must be submitted to [the school district](#) by October 1 of each year after an initial registration form has been filed in the same district. Please do not mail the letter of intent to the Minnesota Department of Education.**

Date of Letter of Intent to Continue to Provide Instruction (mm/dd/yyyy): \_\_\_\_\_

Date Initial Registration Form was filed with this School District (mm/dd/yyyy): \_\_\_\_\_

Full Legal Name of Instructor (Last, First, Middle): \_\_\_\_\_

**This letter indicates my intent to continue to provide instruction in the current school year.**

- I **DO NOT** have changes to the information provided in the initial registration form or communicated in a previous *Letter of Intent to Continue to Provide Instruction*.
- I **DO** have changes to information provided in the full initial registration form, and have updated the information as follows:
  - I have added students or student contact information has changed. (*Update 'New Students or Updated Student Information' on page 2 and 'Proposed Testing Plan' on page 3. Attach immunization records or notarized conscientious objection statement.*)
  - The proposed annual nationally normed achievement-testing plan for one or more students has changed. (*Complete 'Proposed Testing Plan' on page 3.*)
  - Student is now in 7<sup>th</sup> grade and/or age 12. (*Provide student's name and date of birth below. Attach updated immunization records or notarized conscientious objection statement.*)
  - I have discontinued instructing student(s) previously reported. (*Update 'Student(s) No Longer Being Instructed' in the table below.*)
  - My primary instructor qualifications changed. (*Attach explanation and documentation as required in the initial registration form.*)
  - My primary or secondary instructor contact information changed. (*Update 'Instructor Contact Information' below.*)
  - We are no longer accredited by an agency recognized by the [Minnesota Nonpublic Education Council](#).
  - We are newly accredited by an agency recognized by the [Minnesota Nonpublic Education Council](#). (*Update 'Accrediting Agency Information' below.*)

**New Student(s) or Updated Student Information**

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

**Student(s) No Longer Instructed**

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

**Instructor Contact Information**

Instructor Role	Full Legal Name (Last, First, Middle)	Street Address	Phone Number (including area code)	Email Address
Primary Instructor				
Secondary Instructor (if applicable)				

**Accrediting Agency Information**

Name of Accrediting Agency	Dates of Accreditation Term

**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 will the text 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.

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

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.





**BHM SCHOOLS**  
Buffalo Hanover Montrose

**Special Services Department**

214 1<sup>st</sup> Avenue NE  
Buffalo, MN 55313  
763.682.8715  
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