



# Home School Assistance Program Limitation Exemption Application Instructions

## Application Information

### Due Date

Not Applicable

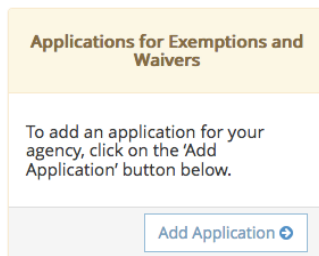
### Application Location

Application is housed in the Consolidated Accountability and Support Application (CASA) and is only accessible to users with superintendent or nonpublic administrator level access.

### Instructions to create application in CASA

Instructions to create application in CASA:

From your dashboard, navigate to the Applications for Exemptions and Waivers tile and click the “Add Application” button.



### Click the “Add HSAP Exemption Request” Button

#### Instructions

- To request a new **Home School Assistance Program Limitation Exemption** please click on the 'Add HSAP Exemption Request' button.



- To request a new **ILO Waiver** please select the waiver type from the dropdown list and then click on the 'Add ILO Waiver Request' button.

Type:



- To request a new or renewal **Education Standards Exemption** please select the exemption type from the drop down list and then click on the 'Add Exemption Request' button.

Type:



This process creates the application for the exemption, which will then appear on your dashboard its own tile. You can enter the data immediately or navigate to that tile at another time to complete and submit the application.

### Exemption Application Created

You have successfully created a new Exemption Waiver protocol. This new protocol will appear on your home page.

You can also access it directly by clicking on the 'Data Entry' button.

Data Entry 

Need Help? Contact Meredith MacQuigg – [meredith.macquigg@iowa.gov](mailto:meredith.macquigg@iowa.gov)