Summary of Timelines and Procedures for CPI under Option #1 or Option #2 with Dual Enrollment and Optional Reporting

This information does not apply to CPI students using the Private Instruction Exemption (CPI Option #2 without reporting) or to IPI students.

Date/Deadline	Action
By September 1 or within 14 calendar days of moving or removing the student from an accredited school, complete as fully as possible AND within 30 calendar days, fully completed.	The parent, guardian or custodian's deadline to submit Form A to their resident district. The district deadline to inform families of CPI students about their FERPA rights. This may be done when the district informs families of regularly enrolled students.
By September 1 or within 14 calendar days of moving or removing the student from an accredited school.	The parent, guardian or custodian's deadline to request dual enrollment in their resident district. If the request is made after the deadline, the district may lawfully refuse to dual enroll a CPI student in the class if it is already at full capacity.
By September 15 if residing in the district or within 14 calendar days of moving into the district or removing the student from an accredited school.	The parent, guardian or custodian deadline to request enrollment in the resident district's home school assistance program (HSAP, if offered). The district is not required to offer this program.
By October 1	The district deadline to notify families of the public school's testing dates, times, costs and other relevant information.
By January 1	The district deadline to send the Department the names of all resident CPI students under CPI Option #2 with dual enrollment or optional reporting subject to an annual evaluation and what assessment forms their families have chosen.
By May 31	The deadline for the annual progress evaluation to be conducted for CPI Option #2 students with optional reporting or dual enrollment.
By August 1	The parent, guardian or custodian deadline to submit the annual evaluation form (and attach a copy of the evaluation results) to the resident district for standardized assessment with national percentile and national grade equivalent, portfolio evaluation report, or accredited correspondence report card or transcript.
By December 31	The deadline for the district to submit Form C-1 to the Department for any CPI student that scored at or below the 30th percentile on their annual evaluation. The district should not report scores for students that are served by a person with a current Iowa teaching license, or who are not of compulsory attendance age.