

Annual Evaluation Notification Form for Parent, Guardian, or Custodian

Required district notification for family of CPI student under Option #2 with dual enrollment or optional reporting. The district may reproduce on district letterhead.

Dear Parent, Guardian or Custodian:

Based on the information provided on Form A, an Iowa-licensed teacher is not providing instruction or supervision of your program of instruction for your student of compulsory attendance age. Iowa law requires students under CPI option #2 with dual enrollment or who are reporting optionally, to provide documentation of a baseline evaluation or annual evaluation every year thereafter. A parent, guardian or custodian has the choice to fulfill the evaluation requirement by standardized assessment, portfolio assessment or evaluation, or submission of a report card or transcript from an accredited correspondence school.

Completion of this form is optional, however - doing so will assist the district in supporting you as needed. Complete only the section of the form that reflects your preference for providing proof of adequate annual progress.

Student/Family Information

Student Full Name: _____

Parent, Guardian or Custodian full name: _____

Address (Street, City, Zip): _____

Phone (optional): _____

Standardized Assessment

- ☐ Initial Baseline Evaluation (Initial baseline evaluation may only be used during the first year of homeschool instruction, for students of compulsory attendance age. Assessment prior to the age of seven cannot be used for baseline.)
- ☐ Annual Assessment

Grade level of student for the 20__ - 20__ school year: _____

Requested Test Administrator:

- ☐ School district
- ☐ Area Education Agency (AEA)
- ☐ Privately selected testing service (this is at the family's expense, testing must be complete by May 31, and results provided for the district by August 1)

District Annual Iowa State Assessment of Student Progress (ISASP) Information

The district has scheduled ISASP testing for _____ (date)

Time: _____ Location: _____

If you prefer one of the following approved alternate options, please indicate:

- ☐ Iowa Assessment
- ☐ Terra Nova
- ☐ Stanford Assessment

If you prefer to use an assessment not included above, complete the **Request Form for Consideration of Standardized Assessment Not Included on Department Approved List** and return to the Iowa Department of Education. Return information is included on the form.

Portfolio Assessment/Evaluation

The parent, guardian or custodian is responsible for finding a portfolio evaluator. The evaluator must have a current Iowa teaching license. The district will verify that the evaluator's license is current, and appropriate for the age or grade level of the student.

Evaluator Full Name: _____

Evaluator BOEE Folder Number: _____

Accredited Correspondence School Report Card or Transcript

Correspondence School Name: _____

School is accredited: ☐ Yes ☐ No

District Contact: (insert name, address, phone number and email address)