

Private Instruction Handbook

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State of Iowa
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Contents

Introduction & General Information 5
Using the Private Instruction Handbook 5
Competent Private Instruction (CPI) Option #2 – Opt-Out Reporting 7
Essential information to get started with CPI Option #2 - Opt-Out Reporting 8
Independent Private Instruction (IPI) 10
Essential information to get started with IPI 11
Focused topics of Interest for IPI families and School Districts 12
Concurrent Enrollment 12
Driver's Education 13
Annual Assessment 13
Competent Private Instruction (CPI) - Options #1 and #2 15
General Information applicable to all Competent Private Instruction options 15
Essential Information you will need to get started with CPI: 15
Focused Topics of Interest for CPI Families 19
Dual Enrollment 19
Senior Year Plus Programs 21
Assessment and Annual Achievement Evaluations - General Information 22
Proof of Adequate Annual Progress - General Information 22
Assessment and Annual Achievement Evaluations - Specific Information for Portfolio Evaluation, Submission of a transcript/diploma 24
Requests for Instructional Materials 25
Homeschool Assistance Programs (HSAP) 25
English Language Learners 26
Special Education 26
Driver's Education 27
Access to Iowa e-Learning Central 27
Information on Homeschool Funding 28
Competent Private Instruction Report - Form A General Information 28
Appendices 30
Summary of Timelines and Procedures for CPI under Option #1 or Option #2 with Dual Enrollment and Optional Reporting 31
Form A: CPI Report Required for Parent, Guardian, or Custodian of CPI student under CPI Option #1 or CPI Option #2 with dual enrollment, optional Reporting (Due September 1) or HSAP Participation (September 15) 32
Annual Evaluation Notification Form for Parent, Guardian, or Custodian 34
Request Form for Consideration of Standardized Assessment Not on Department Approved List 36
Form C-1 Instructions: Progress Form for Student of Compulsory Attendance Age Under CPI Option #2 with Dual Enrollment (District Use Only) 37

Form C-1(District Use Only) 38
FERPA Parent, Guardian, or Custodian Annual Notification Form (Competent Private Instruction) .. 39
FERPA Parent, Guardian, or Custodian Annual Notification Form (Independent Private Instruction) 40
Summary of Competent Private Instruction (CPI) Responsibilities 41
Parent, Guardian, or Custodian Responsibilities 41
School District Responsibilities 43
Area Education Agency Responsibilities 47
Department of Education Responsibilities 48
Summary of Independent Private Instruction (IPI) Responsibilities 49
Parent, Guardian or Custodian Responsibilities 49
School District Responsibilities 49
AEA Responsibilities 50
Department of Education 50
Flowchart of Private Instruction Options 51

Introduction & General Information

Iowa families may consider private (homeschool) instruction as an option for providing their students with an education. This category includes multiple choices and allows parents to choose a pathway best suited to their educational philosophy and goals for their child or children and aligned with their child(ren)'s instructional needs. Private instruction (homeschooling) means instruction using a plan and a course of study in a setting other than a public or organized accredited nonpublic school (Iowa Code 299A.1(2)“c”). This includes Independent Private Instruction (IPI) and Competent Private Instruction (CPI) options, respectively.

Depending on the amount of support and interaction with the local school system desired, the family may review options and narrow their focus to the path most closely aligned with their educational vision. This can include complete autonomy, meaning no interaction with the local school system, to a more involved partnership that can include support from a person with a current Iowa teaching license, dual enrollment for academics, activities or special education service as well as the access to a homeschool assistance program (HSAP), if offered, senior year plus programing, and a range of other support and engagement options.

Parents may provide diplomas, transcripts, and other written documentation that will be accepted the same as those from a public school. Parents may provide educational information for their students including placement, status, and grades.

Using the Private Instruction Handbook

The content of this handbook is organized by homeschool options. Iowa Code 299A and Iowa Administrative Code 281-31 are the primary sources of information for homeschool families. However, other sections of Iowa Code will be referenced because the information they contain impacts homeschool students.

The handbook is organized to begin with options that offer the least interaction with the district and continue to options that include more choices for interaction. Each section has a graphic of the continuum of choices, with the degree of interaction listed from least to most, following a left-to-right pattern. The graphic is repeated in each section of the handbook, at the beginning of the section.

You will find sections labeled “Think About” to help you process and focus your planning. Additionally, there are live links that will help you access information referenced if you are using this as an electronic resource. You may also print this resource to use for planning in paper format. Within each section is a checklist to assist you in planning or to identify information you want to reference at a later time.

If you're not able to find the information you're looking for or have questions specific to your situation, please see the Department’s Homeschooling (Private Instruction) webpage. Specific Homeschool (Private Instruction) contacts are listed at the bottom of the webpage.

To get started, pause for a moment and think about each of the questions in the following “Think About” box. These questions will help you focus on what you need and how that aligns with the homeschool choices that are available to Iowa families.

Think About:

1. What would I like my child’s education to look like?
2. What support will I need?
3. How much interaction with the school district would I like?
4. If my student has an Individualized Education Program (IEP), do I want to continue with their IEP service(s)?

Regardless of the homeschool path chosen by the family:

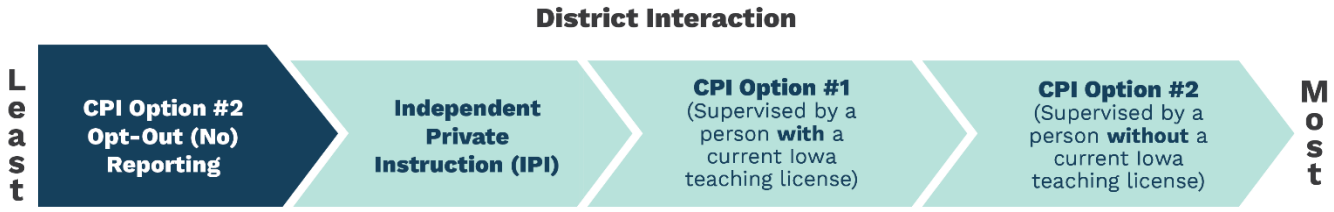
1. The parent, guardian or custodian may choose the curriculum they feel is best suited to their educational goals and child(ren)’s learning style and needs.
2. The parent, guardian or custodian is required to provide an education for their student(s) in accordance with Iowa Code 299, Compulsory Education in Iowa. The family determines when their child has finished their education in compliance with Iowa Code 299.
3. The parent, guardian or custodian may decide to change the homeschool option they are using at any time.
4. The cost of homeschool instruction is the parent, guardian or custodian’s responsibility. Consult with your financial advisor or tax specialist for more specific information regarding tax credits as needed.
5. The family is not required to use the same option for all students in your family. You may have a student who is IPI and a student who is CPI. The choice for each student should be based on each student's unique needs.

While there are deadlines for dual enrollment or to indicate interest in participating in a HSAP, if locally offered, families may decide to homeschool at any time. If the decision is made after a deadline, it may limit the ability to dual enroll that school year. It is a local decision to accept requests for dual enrollment after the deadline.

Each state has its own rules and regulations for homeschool instruction. If you move to another state and plan to continue to homeschool, you will need to research that state’s homeschool requirements.

Competent Private Instruction (CPI) Option #2 – Opt-Out Reporting

Continuum of service options from least to most interaction with the local school district.



Flowchart of Private Instruction Options

Think About:

Would I be more comfortable having no interaction with the local school district? This includes the district possibly asking who is providing instruction, where it will take place and the name(s) of the students involved.

If yes, CPI Option #2, with opt-out reporting may be a good fit.

If I would like my student to be able to participate in academics, activities or special education, Competent Private Instruction, Option #2 with no reporting, would not be the best choice. Consider information under CPI Option #1 or Option #2.

A parent, guardian or custodian who chooses CPI Option #2 with no reporting is utilizing the Private Instruction Exemption. When a family chooses this option, they relinquish the ability to dual enroll for academics, activities or special education services. Dual enrollment requires compliance with the reporting and assessment requirements of Iowa Code 299.4.

CPI Option #2, opt-out (no) reporting is similar to IPI in that there is no interaction with the local district. The key difference between IPI and CPI Option #2 Opt-Out (No) Reporting is that CPI Option #2 Opt-Out (No) Reporting does not allow the Department of Education or the district to ask who is providing instruction, where it will take place or the name(s) of the students involved.

This pathway does not require the family to file Form A or submit documentation regarding the curriculum being used, or provide proof of adequate annual progress with the local school district or the Iowa Department of Education. The student may not dual enroll for academics, activities or special education services. The family may select the curriculum that they feel is best aligned with their educational philosophy, goals, and the learning needs of the student. The family may determine when the student has completed their education, in alignment with Compulsory Education law in Iowa.

Essential information to get started with CPI Option #2 - Opt-Out Reporting

- If your student(s) are currently enrolled in a school, you are not required to notify the district, but are encouraged to consider letting the district know that you are going to homeschool, that you have chosen CPI (No) Reporting, and what your student(s) last day of attendance will be. The district may not ask the questions asked of homeschool families using IPI. You are not required to use email to communicate this information with the district, but it does create an electronic record for both you and the district. This helps to ensure that you will not be approached about your child's absence and truancy. Families that choose CPI Option #2 Opt-Out (No) Reporting do not file Form A with the district.

  If your student(s) are not currently enrolled, or have not ever been enrolled, you are not required to let the district know that you are homeschooling under CPI Option #2 Opt-Out (No) Reporting. No reporting is required. If you move to a new community, you are not required to notify the school that you are residents of the community and homeschool.

  Each state has its own rules and regulations for homeschool instruction. If you move to another state and want to continue to homeschool, you will need to research that state's homeschool requirements.

- The family may select the curriculum that they feel is best suited to their educational goals and their student's learning needs. The Iowa Department of Education does not review, recommend or require a specific curriculum. However, you are required to provide instruction in reading/language arts, mathematics, science and social studies.

  Families may consider recommendations from others, a web-based search for resources or materials shared with you by friends or family. Some programs and curricula are promoted as accredited. What this means is the curriculum has been reviewed by an agency, organization or other accrediting group, and the content meets the standards and threshold for rigor established to earn the endorsement of accreditation. Accreditation of curriculum pertains only to the curriculum and does not indicate that the homeschool setting is accredited. It is ok to use an accredited curriculum.

- The family may determine when your student has completed their education, within the requirements established in Iowa Code 299 Compulsory Education in Iowa. This requires that students must be provided with formal education through the age of 16. If your student turns 16 prior to Sept. 15, they may end their education at any time during that year. If their birthday is after Sept. 15, they are required to finish the school year in which they turn 16. You may create a certificate of completion for your student.

  The Iowa Department of Education does not maintain records of completion for homeschool families, does not issue diplomas and cannot verify high school completion for employment purposes. The parent, guardian or custodian may determine when the student has completed their education. Notification to the district or the Iowa Department of Education is not required. It is the family's option to create a certificate of completion for the student.

  If your student is interested in enrolling in college, a community college or other post-secondary training program, please contact the admissions office to discuss what documentation they may need for enrolling. This will help you to document and organize their course of study to ensure they are able to apply seamlessly and have the foundational skills to enter a program of study to prepare them for their chosen field of study or career.

- The parent, guardian or legal representative of the student is not required to provide proof of immunization. The student is not required to have a blood lead test. Students who receive CPI

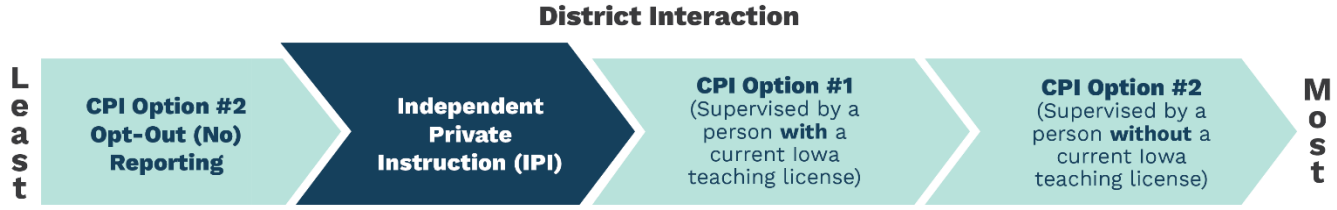
Option #2 Opt-Out (No) Reporting are exempt from all state statutes except those provided in Iowa Code 299 and 299A. This includes health and immunization requirements.

- Students who have been identified for special education services may homeschool using CPI Option #2, opt-out reporting; however, they may no longer receive special education services or support. The IEP team is convened, and the parent revokes consent for services. During the period the parent has revoked consent, neither the district nor the Area Education Agency will provide services and is not liable for compensatory services during the period consent was revoked (Iowa Administrative Code 281-41.30).
- Families who choose CPI Option #2, Opt-Out Reporting are required to meet compulsory education law in Iowa. (Iowa Code 299.1). The person who is providing instruction under CPI Option #2 Opt-Out (No) Reporting is responsible for their student's progress, but does not report this to the district or the Iowa Department of Education.

Summary of Family Responsibilities	Summary of District Responsibilities
Provide instruction for all students of compulsory attendance age in accordance with Iowa Code 299.1.	
Select a curriculum aligned with the family's educational goals and needs of their student(s).	
If regularly enrolled in the local school district, consider notifying the district you are withdrawing your student(s) to avoid concerns with truancy. You are not required to do this by code; however, if your student(s) stop attending, the district may interpret prolonged absence as truancy.	When notified by family, withdraw student(s) from the student information system, using Exit Code "1" and Destination Code "10". CPI Option #2 Opt-Out (No): Reporting families do not complete Form A, or any other forms as documentation of this option. Some families may submit a form provided by Homeschool Iowa. You may accept this form and keep it on file. If the student has been regularly enrolled, or has been dual enrolled under one of the CPI options, provide a copy of the FERPA Rights for CPI families. This allows the parent(s), guardian or custodian to actively consent to the release of student directory information kept while enrolled with the district. No funding is generated for students who homeschool under this option.
If you have a student with an IEP, convene the IEP team to revoke consent for services and close the IEP.	If notified by family that they wish to convene the IEP team for the purpose of homeschool instruction, assist in scheduling the meeting.
Determine when your student has completed their education in accordance with Iowa Code 299.1 Compulsory Education in Iowa.	

Independent Private Instruction (IPI)

Continuum of service options from least to most interaction with the local school district.



Flowchart of Private Instruction Options

Think About:

1. Do I want my child to be able to take a class, participate in an activity or continue to receive special education?

   If yes, see the Competent Private Instruction Option #1 and Option #2 section for more information. These options allow students to dual enroll to take classes, participate in activities or to continue with special education.

2. Would I be more comfortable with, or prefer no interaction with the local school district?

   If no, or not at this time, this section - Independent Private Instruction, may be a good place to start. This choice allows you to homeschool without any interaction with the district.

The Independent Private Instruction (IPI) pathway does not require the family to file any forms or submit documentation regarding the curriculum you are using, or provide proof of adequate annual progress with the local school district or the Iowa Department of Education. Your student(s) may not dual enroll for academics, activities or special education services. The family may determine when the student has completed their education, in alignment with Iowa Compulsory Education law.

Independent Private Instruction (or IPI) means private instruction that meets the following criteria:

- is not accredited;
- provides private or religious-based instruction as its primary purpose;
- provides students in all grade levels with instruction in mathematics, reading and language arts, science, and social studies;
- provides, upon written request from the superintendent of the school district, in which the IPI is provided or from the director of the Department, a report identifying the primary instructor, location, name of the authority responsible for the IPI, and names of the students receiving the instruction, who need not be related to the primary instructor;
- is not a nonpublic school and does not provide CPI as defined in Iowa Code 299A.1 and Iowa Administrative Code 281-31; and
- is exempt from all state statutes and administrative rules applicable to a school, a school board, or a school district, except as otherwise provided in Iowa Code 299 (Compulsory education) and Iowa Code 299A (Private instruction; Iowa Code 299A.1(2)“b”).

Essential information to get started with IPI

- If your student(s) are currently enrolled in school, while you are not required to notify the district, consider notifying the district you are going to:
    - homeschool;
    - chosen IPI;
    - your student(s) last day of attendance will be; and
    - that it will be parent-led.

  This is the information that could be requested under Iowa Code 299A.1(2)“b”(6). You are not required to use email to communicate this information with the district, but it does create an electronic record for both you and the district. This helps to ensure you will not be approached about your child’s absence and truancy.

  Families homeschooling using IPI do not file Form A with the district. If your student(s) are not currently enrolled, or have never been enrolled, you are not required to let the district know that you are homeschooling under IPI. There is no reporting required. If you move to a new community, you are not required to notify the school that you are residents of the community and homeschool.

  If you move out of state, check your new state of residence rules related to homeschool instruction. These vary from state to state.

- The family may select the curriculum that you feel is best suited to your educational goals and your student’s learning needs. The Iowa Department of Education does not review, recommend or require a specific curriculum. However, you are required to provide instruction in reading/language arts, mathematics, science and social studies. You may consider recommendations from others, a web-based search for resources or materials shared with you by friends or family.

  Some programs and curricula are promoted as accredited. This means the curriculum has been reviewed by an agency, organization or other accrediting group, and the content meets the standards and threshold for rigor that the group has established to earn the endorsement of accreditation. Accreditation of curriculum pertains only to the curriculum and does not indicate that the homeschool setting is accredited. It is the parent, guardian or custodian’s choice to use either an accredited curriculum or one that is not.

- The family may determine when your student has completed their education, in alignment with Iowa Code 299 Compulsory Education in Iowa. This requires students to receive formal education through the age of 16. If your student turns 16 prior to Sept. 15, they may end their education at any time during that year. If their birthday is after Sept. 15, they are required to finish the school year in which they turn 16. You may create a certificate of completion for your student.

  Families who choose IPI are required to meet compulsory education law in Iowa. (Iowa Code 299.1). The person providing instruction under IPI is responsible for the student’s progress, but does not report this to the district or the Iowa Department of Education. The local district must comply with the requirements of Iowa’s truancy law and may request a report from a parent, guardian or legal custodian, asking the following:
    - name of the primary instructor;
    - location where instruction is being provided;
    - name of the authority responsible for IPI; and
    - name or names of the students enrolled.

An IPI instructor is responsible for their student's progress, but is not required to report student progress to the district or the Iowa Department of Education. The district may not ask if the family is providing instruction in the four required areas.

The Iowa Department of Education does not maintain records of completion for homeschool families, does not issue diplomas and cannot verify completion for employment purposes. The parent, guardian or custodian may determine when the student has completed their education and is not required to notify the district or the Iowa Department of Education. It is the family's option to create a certificate of completion for the student.

If your student is interested in enrolling in college, a community college or another post-secondary training program, please contact the admissions office to discuss what documentation they may need for enrolling. It is essential to have this information early enough to ensure you select courses that align with enrollment requirements and prepare them for success in their postsecondary studies. This conversation will help you document and organize their course of study to ensure they are able to apply seamlessly.

- The parent, guardian or legal representative of the student is not required to provide proof of immunization. The student is not required to have a blood lead test. Students who receive IPI are exempt from all state statutes except those provided in Iowa Code 299 and 299A. This includes health and immunization requirements.
- Students who have been identified for special education services may homeschool using IPI; however, they may no longer receive special education services or support. The IEP team is convened, and the parent revokes consent for services. During the period the parent has revoked consent, neither the district nor the Area Education Agency will provide services and is not liable for compensatory services during the period consent was revoked (Iowa Administrative Code 281-41.30). The parent, guardian or custodian will need to contact the district or the AEA to schedule this meeting.

Focused topics of Interest for IPI families and School Districts

Concurrent Enrollment

Senior Year Plus - Guide for Educators and Administrators

1. Students who are homeschooled under IPI may enroll in concurrent courses with the district they reside in. This gives the student the opportunity to earn both high school and college credits at no cost to the family. (Iowa Administrative Code 281-22) IPI students are not required to file Form A to do this. If the district has a form provided by the community college for students to use, ask the district to provide it to you.
2. It is essential that the family work with the district to determine which courses are offered by the district in the concurrent enrollment program, and that they register through the district. Many community colleges offer online registration. However, using the online option and registering directly with the community college does not trigger the funding that pays for the courses. If a family registers directly with the community college, they will be billed for tuition.
3. Students must be in grades 9 through 12, and must meet both district and community college admission requirements to enroll in concurrent courses. Only those courses included in the district's agreement with the community college are at no cost to the family. Please be aware that this is a college course, and the college determines the mode or modes of delivery, the required resource materials, pacing of instruction and deadlines for assignment completion and assessments.

4. If the student is required to have taken the ISASP as part of the eligibility requirements for the school district and has not, there are options that the district may consider as alternatives. These are listed in the Senior Year Plus Guide. Please work with the district to determine which option they will accept to complete the registration process.
5. Independent private instruction students may not enroll in other programs offered in Senior Year Plus, including postsecondary enrollment options, Advanced Placement ®, and/or high school credit career academy courses. A link to the Senior Year Plus Guide is included above. This is a comprehensive resource for your use as you plan your student's high school course of study.

Driver's Education

1. Students who are homeschooled under IPI may enroll in a driver's education course or program offered by the district they live in. They are charged the same fee as a regularly enrolled student.
2. If the family believes they may qualify for a reduced fee, the district should provide the Free/Reduced application, process to determine the percentage of reduction and destroy the application. It is not filed since the family is not regularly enrolling. It is used only to determine if the family qualifies for this support.

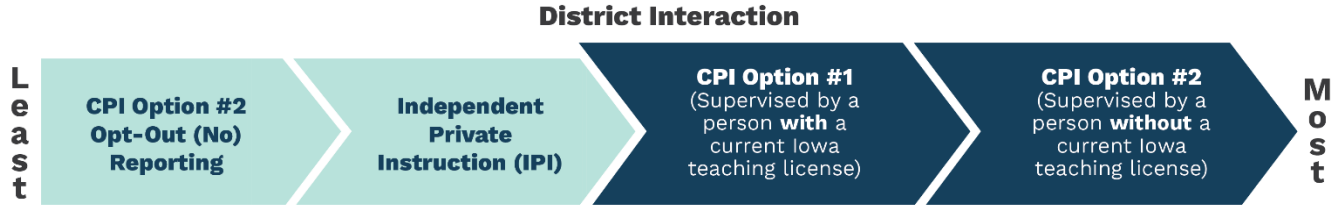
Annual Assessment

1. Students who are homeschooled under IPI may request to participate in an annual standardized assessment. They should refer to the list of approved options included in the Private Instruction Handbook. The family is billed for the cost of the assessment. The family is not required to provide the assessment results to the district or the Iowa Department of Education.
2. Since there is no interaction with the district, the family would need to work with the Area Education Agency (AEA) that supports the district they reside in to schedule the assessment, or they may consider an online provider for the assessment.
3. Regardless of the source or provider of the assessment that is chosen, the family will be required to adhere to the test security and administration requirements established by the test publisher or owner of the assessment. The family pays all costs associated with the assessment process.

Summary of Family Responsibilities	Summary of District Responsibilities
Provide instruction for all students of compulsory attendance age in accordance with Iowa Code 299.1.	When a district is notified by a parent that they will be homeschooling their student under IPI, provide a copy of the FERPA Notice for IPI and the local policy regarding the release of student directory information. This allows for active consent/revocation of consent for the release of student directory information.
Select a curriculum that aligns with the family's educational goals and needs of their student(s).	
If regularly enrolled in the local school district, consider notifying the district that you are withdrawing your student(s) to avoid concerns with truancy. You are not required to do this by code; however, if your student(s) stop attending, it is possible that the district could interpret prolonged absence as truancy.	When notified by family, withdraw student(s) from the student information system, using the appropriate exit code for IPI. IPI families do not complete Form A, or any other forms, as documentation of this option. Some families may submit the form provided by Homeschool Iowa. You may accept this form and keep it on file. The district would enter Exit Code "1" and Destination Code "10" to indicate that the student has transferred to homeschool instruction. No funding is generated for students who homeschool under IPI.
If you have a student with an IEP, convene the IEP team to revoke consent for services and close the IEP.	
If you wish to participate in concurrent enrollment classes (grades 9-12) or driver's education, check with the district that you live in for information on registering. Since this can impact billing for tuition or other fees, it is essential that you work through the district.	
Determine when your student has completed their education in accordance with Iowa Code 299.1 Compulsory Education in Iowa.	

Competent Private Instruction (CPI) - Options #1 and #2

Continuum of service options from least to most interaction with the local school district.



Flowchart of Private Instruction Options

Think About:

Do you want your student to take classes, participate in activities or, if they have an IEP, continue to receive special education?

If yes, this may be the group of homeschool choices to consider.

If no, refer to information on Independent Private Instruction or Competent Private Instruction Option #2, Opt-out reporting.

General Information applicable to all Competent Private Instruction options

Competent Private Instruction (CPI) is instruction that is provided daily for at least 148 days during the school year, for at least 37 days each quarter of the school year.

It may be provided by a person with a current Iowa teaching license (Iowa Code 299A.2, Option #1) or by a parent, guardian or custodian without a current Iowa teaching license (Iowa Code 299A.3, Option #2) and results in the student making *adequate annual progress. Adequate annual progress will be covered in greater detail in the assessment information.

**Adequate annual progress means that a student's evaluation scores are above the 30th percentile based on national norms in each of the required areas, based on grade, and indicate that the student has made six months of progress from the previous evaluation, or is at, or above, grade level for their age. (Iowa Code 299A.6(4)).*

Essential Information you will need to get started with CPI:

- Any student may receive Competent Private Instruction. Families may register their student(s) with the district for either CPI Option #1 or CPI Option #2 by completing Form A and returning it to the district they reside in. Check with the district to see where they prefer you return the form. Be sure to keep a copy of Form A for each child you register for your records. Form A is completed each year, for each child, that you are registering.

    1. Form A is completed annually and must be filed for each student the family is dual enrolling if they are CPI Option #1 or CPI Option #2. Students who are of compulsory attendance age and attend a non-accredited school are also required to file Form A in compliance with Iowa Code 299.4 Compulsory Education.

2. Form A is not required to be filed for students who are younger than, or older than, compulsory education age. This does not mean students outside of compulsory attendance age cannot be homeschooled under CPI. Parents of students younger than five who have been identified for early childhood special education services should complete and return Form A.

3. A family may file Form A for a student who is outside of mandatory attendance age, completing the student(s) name, family information, and whether dual enrollment is requested. If the family is filing Form A for a student with an IEP, information about special education and dual enrollment is important to let the district know the family's preferences regarding special education services. If the family is filing Form A for a student who is interested in dual enrollment to participate in sports, the section on course of study is required as a provision of Iowa Administrative Code 281-36 Participation on Extracurricular Activities to document that the student is taking a minimum of four courses.

4. Form A is a public document. The district is required to provide the family with a copy of the FERPA Notice for CPI students, including a copy of the district's Student Directory Information Policy. The student's resident district and the AEA that supports the district are required to maintain a copy of the form for a period of five years, and if requested under Iowa's open records law, to provide certain information (Iowa Administrative Code 31.7(7)). This does not mean that all the information on the form is public information. A district cannot release the following information to an unauthorized person(s) without parental consent or statutory authorization:

    - immunization information;
    - Special Education status;
    - course of study information;
    - number of days under CPI;
    - all information about the licensed teacher who is providing or supervising the instruction; and
    - all standardized assessment, portfolio evaluation, and accredited correspondence school report card or transcript information.

Copies of Form A are kept for a period of five years from the date of filing. At the end of the five-year period, the form is destroyed following district policy for the destruction of documents containing personally identifiable information (PII). The district is not required to provide public notice that the required time frame for Form A for a given year has elapsed and will be destroyed on a specific date.

The local school district should provide you with a copy of your Family Educational Rights and Privacy Act (FERPA) rights and district policy regarding student directory information. This allows you to review and actively request that information included in district directory information not be released.

- CPI Option #1 includes students who are under the supervision of a person with a current Iowa teaching license for instruction provided in the homeschool setting. This includes students who are participating in a HSAP, if offered by their district, a person with a current Iowa teaching license privately retained by the family or instruction supervised by a parent, guardian or custodian with a current Iowa teaching license, substitute license or substitute authorization. Completion of question #10 on Form A identifies the student as CPI Option #1. Students who enroll in the district HSAP, if offered, may insert HSAP as the teacher's name.

CPI Option #2 indicates students who are not under the supervision of a person with a current Iowa teaching license. This group leaves question 9 on Form A blank, letting the district know that they are CPI Option #2.

- If your student has an IEP, you are not required to receive prior written approval from the district or the Area Education Agency to engage in homeschool instruction (Iowa Administrative Code 281-41.500). If you would like your student to continue receiving special education services, request that the IEP team convene to discuss how specially designed instruction may be provided. If you would like to discontinue service, the IEP team would meet, and you would revoke consent for service. You may still dual enroll if you revoke consent for service; however, your student would not have the accommodations and supports that were included in the student's IEP plan. This means if your student was provided with assistance, extended time, etc., that support would end.

- The family may select the curriculum that you feel is best suited to your educational goals and your student's learning needs. The Iowa Department of Education does not review, recommend or require a specific curriculum. However, it is encouraged to provide instruction in reading/language arts, mathematics, science and social studies.

  The curriculum you choose may come from any source. You may consider recommendations from others, a web-based search for resources, or materials shared with you by friends or family. This can also include a correspondence school or other nonaccredited educational organizations, such as homeschool cooperatives and hybrid organizations.

  If the parent, guardian or custodian dual enrolls for materials only, the district must provide materials; however, the district is not required to provide what is currently used in the classroom. The district may provide materials that have been retired or were used as part of a materials review for adoption. Any materials that are provided must be returned at the end of the school year. It is a local decision as to what is provided. This includes the provision of digital resources. If the district provides access to materials currently in use in the regular classroom, they are not required to provide teacher manuals or answer keys.

  Some programs and curricula are promoted as accredited. What this means is that the curriculum has been reviewed by an agency, organization or other accrediting group, and the content meets the standards and threshold for rigor that they have established to earn the endorsement of accreditation. Curriculum accreditation pertains only to the curriculum and does not indicate that the home school setting is accredited. It is ok to use an accredited curriculum.

  Accreditation does not guarantee that the district will award credit for courses completed in the homeschool setting. This is a local decision. Please contact the district about local policy.

- The family may determine when your student has completed their education, within the requirements established in Iowa Code 299 Compulsory Education in Iowa. Iowa requires that students be provided with formal education from age 6 through age 16. If your student turns 16 prior to Sept. 15, they may end their education at any time during that year. If their birthday is after Sept. 15, they are required to finish the school year in which they turn 16. You may create a certificate of completion for your student.

  The Iowa Department of Education does not maintain completion records for homeschool families, does not issue diplomas and cannot verify high school completion for employment purposes.

  Families interested in their student earning the local diploma should contact the district to determine what local policy is and begin planning during the student's 8th grade year. It is a local decision to award credit for coursework completed in the homeschool setting, as well as to award the local diploma.

For a regularly enrolled or homeschool student (if a district option) to be awarded the local diploma, they are required to meet all applicable state-mandated and locally determined graduation requirements to receive a diploma. The student must have completed at least:

- one-half (½) unit of financial literacy;
- one (1) unit of physical education (⅛ unit for eight semesters);
- three (3) units in science;
- three (3) units of social studies, which must include one-half (½) unit of United States Government and one (1) unit of American History;
- three (3) units of mathematics;
- four (4) units in English language arts;
- pass a citizenship test with at least 60% correct responses (beginning in the 2026-27 school year); and
- any additional graduation credits or units that are locally determined.

A unit of instruction is the equivalent of 120 hours of instruction in a course. The district may determine the number of credits awarded for a unit of instruction. This is not always a 1:1 ratio.

If a parent, guardian or custodian is not seeking a diploma from the local school district, it is their choice whether their student completes the state-mandated and/or locally determined graduation requirements. It is strongly encouraged to consider meeting the state-mandated requirements to ensure that the student is prepared for success as they transition to postsecondary study or employment opportunities.

- Families who are homeschooling using CPI are not exempt from health screenings (Iowa Code 139A and Iowa Administrative Code 641-7.7(139) Iowa law requires all students (Iowa Code 139A.8(6)) under the age of six to have a blood lead level test. The district will verify compliance with the Iowa Department of Health's blood lead database. Families seeking additional information related to this screening may refer to the Iowa Health and Human Services website for additional information.
- All CPI Option #1 and Option #2 children who are dual enrolled with the school district must provide evidence of immunization or exemption. Exemptions may be for medical or religious reasons. Both are linked, or may be found on the Iowa Department of Health and Human Services website. Neither the medical nor the religious exemption requires notarization.

Summary of Family Responsibilities	Summary of District Responsibilities
Provide instruction for all students of compulsory attendance age in accordance with Iowa Code 299.1.	
Select a curriculum that aligns with the family's educational goals and needs of their students. The parent, guardian or custodian is encouraged to provide instruction in reading/language arts, mathematics, science and social studies.	The Iowa Department of Education does not review, recommend or require a specific curriculum.
Form A is completed annually and must be filed for each student the family is dual enrolling if they are CPI Option #1 or CPI Option #2.	Return to the building that the student would regularly attend, unless otherwise directed. Form A is a public document. The district will retain a copy for a period of five years. The district will provide a copy of Family Educational Rights and Privacy Act (FERPA) rights and district policy regarding student directory information.
Determine when your student has completed their education in accordance with Iowa Code 299.1 Compulsory Education in Iowa. You may create a certificate of completion for your student.	The Iowa Department of Education does not maintain records of completion for homeschool families, does not issue diplomas and cannot verify high school completion for employment purposes.
Families interested in their student earning the local diploma should contact the district to determine what local policy is and begin planning during the student's 8th grade year. It is a local decision to award credit for coursework completed in the homeschool setting, and to award the local diploma. Students are required to meet all applicable state-mandated and locally determined graduation requirements to receive a diploma.	Provide homeschool students with access to the district course of study, graduation policy and the student handbook.

Focused Topics of Interest for CPI Families

Dual Enrollment

Dual enrollment occurs when a student receiving CPI enrolls in the public school district that they live in for the purposes of attending one or more courses, participating in extracurricular activities or to obtain or continue to receive special education services. (Iowa Code 299A. 8; Iowa Administrative Code 281-31.5(1- 4)). Homeschool students may not use dual enrollment to enroll in all but one period of the day, based on the local schools' regular day schedule. Families will need to contact the district they live in, or are open-enrolled in, for information about the number of periods in the regular school day.

Examples for reference:

Periods in the school day	Possible # periods enrolled
8 periods - regular day	May dual enroll for up to 6
7 periods - regular day	May dual enroll for up to 5
6 periods - regular day	May dual enroll for up to 4.

Dual enrollment is between the local school and the homeschool setting. It is not used for students to enroll in two schools within the same community or school district.

The student may only dual enroll in their resident district, or may open enroll to another district and dual enroll in the receiving district. Students may not be enrolled in two accredited public, non-public or independently accredited school districts at the same time. Students who choose to open enroll to another district and dual enroll must meet the open enrollment deadline. More detailed information is on the Department's Open Enrollment webpage. Once a student has open enrolled, they can no longer participate in or take classes from the district they physically live in.

A student who is not of compulsory age may dual enroll if they will be five years of age by Sept. 15 or are under 21 years of age and have not graduated from CPI. (Iowa Code 299 1A(3) and 256C) The parent, guardian or custodian may apply for dual enrollment for a student who is not of compulsory attendance age by filing Form A, providing requested student information, family information and whether they are requesting dual enrollment. No teacher supervision or annual evaluation reporting is required for the student who is not of compulsory attendance age.

Students who are receiving special education would need to complete the questions related to special education on Form A, indicating that they want to dual enroll for special education. If the student is under the age of five and has been identified for early childhood special education services, Form A should be completed and filed with the local school district.

Students who are dual enrolled may participate in:

- academic or course of study on the same basis as any regularly enrolled student (Iowa Administrative Code 281-31.5);
- field trips are generally embedded within the curriculum;
    - If a family would like their student(s) to participate in a specific field trip, the student would have to be dual enrolled in the course the field trip is offered through to participate in the field trip.
- extracurricular activities on the same basis as regularly enrolled students (Iowa Administrative Code 281-31.5(2)"a" and "b"), and 281-36.8(5)b and c);
    - Students who are dual enrolled for participation in extracurricular activities must meet the extracurricular requirements for participation (Iowa Code 36), and those established by the local school district. Homeschool students must be enrolled in a minimum of four classes, including the classes taken through the district and the homeschool setting. The district may not require the student to take all four courses with the district to fulfill this requirement. Students who are outside of compulsory attendance age and dual enrolling to participate in activities will need to provide course-of-study information on Form A in accordance with Iowa Code 36 requirements for participation in athletics.
    - The requirements for athletic eligibility differ from the requirements for adequate annual progress. Students who participate in athletics are required to provide proof of academic eligibility on the same basis as their regularly enrolled peers. The athletic department will require verification that the dual-enrolled athlete is passing all courses in the homeschool setting. The parent, guardian or custodian will need to contact the Athletic Director for information on how to provide this.
- eligible to enroll in courses that offer secondary and postsecondary credit on the same basis as a regularly enrolled student (Iowa Administrative Code 281-31.5(2)"a"); and
- is eligible to receive AEA and special education support, if identified, as an entitled individual, on the same basis as any regularly enrolled student (Iowa Code 299A.9 and Iowa Administrative Code 281-31.7(1)).

Students participating in a HSAP and who are not dual enrolled for academics, activities, or special education with the district may consider enrolling in an independently accredited school for academic courses or to participate in activities. The student may not be regularly enrolled on a full-time basis with the independently accredited school. This is a unique situation that is dependent on the independently accredited school and whether the school offers a tuition option for taking a few courses or participating in activities. (Iowa Administrative Code 281-36.8(5) “c”). If interested, please work closely with your HSAP team.

There is no cost to dual enroll a student; however, if the district charges a fee to a regularly enrolled student as allowed by Iowa code, they may charge the dual enrolled student the same fee. This includes the cost of driver’s education, as well as any costs associated with participation in student activities, co-curricular activities and extracurricular activities. Examples include band uniform use and care, musical instrument use and related costs (reeds, oil, etc.), mouth guards, etc. for contact sports. Textbook fees are prorated based on the classes/time that the student is dual enrolled for. A homeschool student is not charged for anything that is provided at no cost to a regularly enrolled student.

Students are not required to participate in a HSAP, if offered by the district, to dual enroll. A student may dual enroll only, dual enroll and participate in a HSAP, if offered, or just participate in the HSAP if offered.

Senior Year Plus Programs

Students who are homeschooled under CPI option #1 or #2 may participate in course options offered under Senior Year Plus programming. These include Advanced Placement (AP Courses) courses offered by the district, Post-secondary enrollment options (PSEO) under Iowa Code 261E.7 and concurrent enrollment courses offered by the district through an agreement with the area community college under Iowa Code 261E.8 and Iowa Administrative Code 281-22.

Concurrent Enrollment Classes

Students participating in a HSAP, if offered by the district, who are not dual enrolled must dual enroll to participate in the Senior Year Plus options listed above. CPI options #1 and #2 who are dual enrolled may participate in concurrent enrollment, PSEO and other options listed in the Senior Year Plus Guide.

Students in grades 9 - 12 may participate in concurrent enrollment classes. Students interested in enrolling in PSEO classes will need to follow the guidance provided in the Senior Year Plus Guide.

Students who are dual enrolled may not use dual enrollment to take all but one class during the school day, based on the district's regular daily schedule. This includes concurrent enrollment classes in the total number of classes they are dual enrolled for.

Example: If a district has a 7-period day, a dual enrolled student may enroll for five periods during the day.

A homeschool student may take a full load of classes as defined by the community college. If the parent, guardian or custodian enrolls their student in courses exceeding a full load, the parent, guardian or custodian pays the cost. This also applies if the student is enrolled in courses not included in the concurrent enrollment contract between the district and the community college.

The district may not restrict the mode of delivery, and is responsible for providing the textbooks for homeschool students on the same basis as regularly enrolled students.

Homeschool students are required to meet the enrollment requirements established by the community college and the local district. This information is provided in the Senior Year Plus Guide.

Assessment and Annual Achievement Evaluations - General Information

Students who are homeschooled under CPI Option #2 must provide proof of adequate annual progress each year. If they choose to use a standardized assessment to meet this requirement, they may request and take it at no cost. Students who are homeschooled under any of the CPI Option #1 choices may request to participate in an annual standardized assessment at no cost. If a HSAP requires an annual standardized assessment as a condition of participating in a HSAP, the annual standardized assessment is at no cost. A parent, guardian or custodian must submit a timely request to their school district for a free standardized assessment.

If a student is receiving CPI, there are three choices they may consider to fulfill the initial baseline and annual achievement evaluation. These include:

- a standardized assessment, approved by the Department of Education;
- a portfolio review by a person with a current Iowa teaching license;
- a transcript/report card from an accredited online correspondence school.

Students who are homeschooled under CPI option #2, in grades kindergarten through eleventh grade, or who haven't turned 16 prior to Sept. 15 of their junior year, are required to provide proof of adequate annual progress in reading /language arts and mathematics. Students in fifth, eighth and tenth grade are also required to provide proof of adequate annual progress in science.

1. Adequate annual progress means that the student's composite score in the subjects required for their grade level is at or above the 30th percentile based on national learning norms and indicates at least six months from the previous evaluation results, or that the student is at or above grade level for the student's age. (Iowa Code 299A.6(3)).
2. Adequate progress for a portfolio review or evaluation means that an appropriately licensed teacher determined that the student made adequate progress in the required subject areas for their grade level.
3. A transcript or report card from an accredited correspondence school means that the student received a passing grade in all subject areas required for reporting.
4. The baseline evaluation is the initial assessment of the homeschool student's work under either CPI Option #1 or CPI Option #2 that establishes their current level of academic performance. After establishing the baseline, the student is required to demonstrate adequate annual progress through the required assessment or review of student work products.

If a student is past compulsory attendance age (16 prior to September 15 of the school year), the student is not required to provide proof of adequate annual progress. However, if the student is taking concurrent enrollment classes, they are required to demonstrate readiness. Community college and school district enrollment requirements may apply. Students taking concurrent enrollment courses should consult the Senior Year Plus Guide to ensure they have met the annual assessment requirements needed to enroll or maintain enrollment.

Students who are past compulsory attendance age and who are participating in sports or other sanctioned activities are generally required to provide proof of academic eligibility. This is different from proof of adequate annual progress. Contact the district athletic/activities director for information regarding local expectations and requirements.

Proof of Adequate Annual Progress - General Information

Students who are homeschooled CPI Option #1 (including participation in a HSAP) may take an annual assessment, but are not required to do so, and are not required to provide the results for the district. If the student is participating in a HSAP, they may be required to participate in an annual assessment as a condition of participating in the HSAP. This is a local decision.

Students receiving CPI Option #2 (under the supervision of a person without a current Iowa teaching license) are required to provide proof of adequate annual progress. They may also choose from the following options:

- participation in an annual standardized assessment, providing the results for the school;
- a portfolio review of student work by a person with a current Iowa teaching license, providing a summary of the findings for the district;
- submission of a transcript from an accredited online school; and
- the deadline to complete the assessment of choice for proof of adequate annual progress is May 31 of the current school year.
    - Results from the assessment are due to the district no later than August 1 following the end of the school year the assessment results are for.

In general, parents or guardians may not administer a standardized assessment to their students. The test publisher determines this by establishing test security, administration and test proctoring requirements. If the family has purchased a standardized assessment from the list of approved assessments from an accredited school (e.g., Bob Jones University), and the test publisher determines that the parent is a qualified administrator, they may submit the results as proof of adequate annual progress (Iowa Administrative Code 281-31.4(2)b).

Approved Standardized Assessments

Standardized assessments approved by the Iowa Department of Education include (and conform to Iowa Administrative Code 281-31.8(2)):

- The Iowa Test of Basic Skills - Form E and F (2017 norms);
- The Terra Nova - 3rd Edition, Forms C and D (2017 norms);
- The Stanford Achievement Test - 10th Edition (2018 norms); and
- The ISASP - Iowa State Assessment of Student Progress;
- The Alternate Assessment, if the student has an IEP and has been identified as eligible to use this option.

Parents and guardians should refer to this list when choosing a standardized assessment to fulfill the initial baseline and annual proof of adequate progress requirements.

Students who are homeschooled under CPI option #2 are required to provide proof of adequate annual progress to the same extent as their regularly enrolled peers. For students in grades kindergarten through twelfth grade, this includes the areas of reading/language arts and math. Additionally, students in grades 5, 8 and 11 are also required to provide proof of adequate annual progress in science and in grades 8 and 11 in social studies.

If the parent, guardian or custodian of a CPI homeschooled student who is required to provide proof of adequate annual progress is interested in an assessment not included in the list above, they must request permission from the Director of the Iowa Department of Education to use a different test prior to testing (Iowa Administrative Code 281-31.8(2). To request an alternative assessment, complete the Request for Consideration Form. Instructions for completion and returning are included on the form.

Request Form for Consideration of Standardized Assessment Not Included on Department Approved List

Assessment and Annual Achievement Evaluations - Specific Information for Portfolio Evaluation, Submission of a transcript/diploma

In addition to the standardized assessment approved by the Iowa Department of Education, a family may also consider a portfolio review (Iowa Administrative Code 281-31.4(2)) or submission of a transcript from an accredited online school (Iowa Administrative Code 281-31.4(2)b) as options for providing proof of adequate annual progress.

1. The portfolio review must be by a person with a current Iowa teaching license appropriate to the age or grade level of the student. The family pays the cost of this review. In preparing the portfolio, the family must include examples of the student's work and may include student self-assessments. It must also include:
    - a list of materials and resources used for each subject area by the student;
    - an outline of the content taught in each area;
    - assessments that the student may have taken;
    - a copy of the student's baseline evaluation, and
    - the most recent assessment report of annual progress.

    The review must include a summary of the reviewer's findings in each of the required content areas. A copy of the review is shared with the district.
2. The family may also consider submitting a transcript from an accredited online school if this is the curriculum provider that the family has selected. If the family uses this option to provide proof of adequate annual progress, the student must receive a passing grade in all subjects required for reporting.

Regardless of the option the family uses to provide proof of adequate annual progress, the actual assessment must be completed by June 1 of the school year the report is for, and results submitted to the local school district no later than August 1 of the year the report is being submitted for.

If a student who is homeschooled under CPI fails to make adequate progress on the annual achievement evaluation, the Director of the Department of Education, or their designee, must notify the student's parent, guardian or custodian that the student must be enrolled in an accredited public or nonpublic school or the resident school district at the beginning of the next school year, or provide a remediation plan for up to one school year to improve instruction and address the area of skill deficit identified by the evaluation (Iowa Code 299A.7). The family may consider any of the following options for the provision of proof of adequate progress to demonstrate growth:

1. The student may retake the same evaluation or another Department-approved evaluation, and those results indicate that adequate progress has been made.
2. A collection of the student's work in all required core areas is evaluated by a portfolio review complying with the required contents for this type of review, and has demonstrated adequate performance in the opinion of a portfolio evaluator documenting the progress in a written summation of their findings.
3. The family may submit a transcript from an accredited online provider that indicates that the student earned a C or the equivalent of a C in the required core areas.
4. The Director of the Department of Education, or their designee, grants permission to continue CPI under an approved remediation plan designed to improve instruction for up to one school year (Iowa Code 299A.6 and 299A.7).

Students who are dual enrolled or who are participating in a HSAP must be offered the opportunity to participate in the universal screening (Iowa Code 279.68). The approved universal screening instruments are not among the standardized assessments identified for use as proof of adequate annual progress. The family may decline to participate in universal screening, and may also decline

progress monitoring, a parent contract, additional intensive reading instruction, or 90 minutes of evidence-based instruction per day.

Only district instructional staff who have completed required training on screening administration may administer the screener. No parent, guardian or legal custodian may access the screening instruments. If the parent is interested in universal screening, they would need to consider dual enrollment in the content area utilizing the screener.

Requests for Instructional Materials

If requested, the district must provide appropriate instructional materials to the dually enrolled student on the same basis as these are provided to the regularly enrolled students (Iowa Administrative Code 281-31.7(3)“b”).

Dual enrollment for materials only, without dual enrollment in a related course or activity, is permissible only if the district offers materials to regularly enrolled students without regard to course or activity enrollment (Iowa Administrative Code 31.7(3)”b”). “Instructional materials” do not include teacher manuals (e.g., teachers’ editions, test answer keys) for textbooks currently used in the district. The district may provide teacher manuals, tests for textbooks, and other instructional materials that are no longer in use by the district.

Instructional materials are purchased with public funds, and the district has the final authority to determine the appropriateness of instructional materials. The use of public funds for the purpose of purchasing instructional materials means that:

1. The district is the owner of the materials; and in all cases, texts and materials (unless consumable in nature) must be returned to the district at the end of the school year.
2. The district is prohibited from reimbursing or making monetary payments (directly or indirectly) to any parent, guardian, or custodian, or any other private individual, for instructional materials or supplies. This includes stipends, gift cards, blank purchase orders, scholarships for materials or supplies, or other financial instruments.
3. The district should utilize its policy and curriculum adoption procedures when selecting materials for HSAP use or providing materials for families who have recommended or requested materials. (Iowa Administrative Code 281-98).

Homeschool Assistance Programs (HSAP)

A Homeschool Assistance Program (HSAP) is a district-funded program option for CPI students to receive instruction or instructional support from a person with a current Iowa teaching license who is retained by the district to support homeschool families. While typically offered by a public school, a non-public school may offer a HSAP as long as the program meets the requirements established by code. The decision to offer this opportunity is made locally and is not required. Students do not have to dual enroll to participate in this program. Dual enrollment alone does not automatically allow the student to participate in the HSAP (Iowa Code 299A.8). A district may not require a student who is dual enrolled to participate in the HSAP, if offered, nor may they require a student who is participating in the HSAP to dual enroll.

A student may only participate in an HSAP offered by their resident district or the district in which they are open enrolled. The deadline for open enrollment is March 1 of the year prior to the year they would like to begin. For students who are incoming kindergarteners or who are incoming preschool students receiving special education services requiring Specially Designed Instruction (SDI), the open enrollment application is due by Sept. 1 of the current school year. See the Department’s Open Enrollment webpage for more information.

Districts are not required to offer a HSAP. If this option is offered, the district is required to employ at least one appropriately licensed teacher to provide instruction or instructional supervision for students participating in the program.

The HSAP instructor is required to have contact with the student and their parent, guardian or legal custodian four times each nine weeks or every 45 days of instruction. Two of the required contacts are in person. The other two contacts may include email, phone calls or other virtual interaction. The instructor's role is to provide guidance and support with regard to lesson planning, instructional materials, teaching and learning techniques and strategies, and evaluation of student learning.

The benefits of participating in the HSAP, if offered, include:

1. The student is not required to be assessed annually to determine whether they are making adequate annual educational progress, unless required to do so as a condition of participation in the HSAP.
2. If requested, the district must provide appropriate instructional materials for the parent, guardian or licensed custodian on the same basis these are provided to regularly enrolled students. (Iowa Administrative Code 281-31.7(3)"b"). The district has final say regarding what is provided.
    - To participate in the program, the parent, guardian or legal custodian files Form A, completing at a minimum, questions 1-8 and 13-14. However, a district may require the entire form to be completed. The course of study should be submitted to the district office or district representative (HSAP coordinator or HSAP supervising teacher), as directed by the district.
    - Students who are participating in the HSAP must dual enroll to participate in academic classes and programs, extracurricular activities and/or special education services.

There is no cost to a family for their student to participate in the HSAP. The deadline for notifying the district that you would like your student to participate is September 15 of the current school year. If the parent, guardian or legal custodian moves into the district or withdraws from an accredited public or nonpublic school after the September deadline has passed, they have up to 14 days to either dual enroll and/or request to participate in the HSAP, if offered by the district (Iowa Administrative Code 281-31.6). Requests to participate in the HSAP after the September 15 deadline may be declined if the program is at capacity.

Participation in the HSAP is limited to homeschool students. Students who are regularly enrolled in an Iowa-accredited nonpublic or Iowa-recognized independently accredited school may not participate in the HSAP.

English Language Learners

All students who dual enroll in a public school are required to take the Home Language Survey. This includes students who dual enroll. The ELPA 21 is recommended for ELL students, but is not required. A family may dual enroll but decline ELL services.

Homeschool students who are identified as eligible for ELL support may dual enroll for this service. The family will need to work with the district to determine how ELL instruction is delivered, and consider this information as they complete Form A for dual enrollment.

Special Education

Students who have been identified as entitled to receive special education services, or who the family or supporting teacher has a suspicion of a disability, may receive special education services through dual enrollment with the resident district. The AEA and district must provide the homeschool student with special education services to the same extent that a regularly enrolled student receives services. Diagnostic evaluations are to be provided to all students, regardless of enrollment status (Iowa Code 256B, Iowa Code 256.12(2) and 299A.9).

The IEP team or AEA may not deny the decision to homeschool. If a student identified as an entitled student is placed under one of the homeschool options, the IEP team meets to determine how the student's specially designed instruction may be provided. If the family has chosen to homeschool under IPI, they revoke consent for service, and the IEP is closed.

If the parent, guardian or legal custodian has chosen CPI Option #2 with opt-out reporting and would like their student to receive special education services or be assessed for eligibility for services, they must file Form A and are no longer able to utilize the opt-out reporting option.

A district or AEA may require the homeschool student to come to the district or AEA premises for special education services. This choice belongs to the district or AEA (Iowa Code 256.12(2)"a").

Special education services may be terminated if the IEP team determines that the student has met their goals, and that the services are no longer needed or appropriate. Special education services may also be terminated if the parent, guardian or legal custodian refuses to continue to dual enroll the student (Iowa Administrative Code 281-41.303-41.305). All indicated services must be provided based on the student's identified need(s) to ensure that the student receives a free appropriate public education (FAPE).

Driver's Education

The local school district provides access to driver's education to all homeschool students, including students who are homeschooled under IPI. Students are not required to dual enroll in order to take driver's education through the district (Iowa Code 321.178(1)"c"). If the family believes they may qualify for a reduction in fees, the district should provide the Free and Reduced application. The application is processed to determine the possible percentage of reduction in the driver's education fee, but is not filed. It is destroyed after use, following district protocol for the destruction of documents containing personally identifiable information.

Any family may provide driver's education as a "teaching parent" if they meet all applicable requirements (Iowa Code 321.178A). Please refer to the Iowa Department of Transportation website. Using the search tool provided, use the keywords "parent taught driver's education".

Access to Iowa e-Learning Central

Iowa e-Learning Central is an online exchange for Iowa educators, students (including CPI, but not IPI) and families that supports their collective efforts to engage in high-quality online learning. There are three primary components:

1. The resource library provides a place for educators, families, and students to access expert-developed resources and supports that help them be successful partners in the online learning process. This component also serves as a mechanism for these groups to provide ongoing feedback.
2. A course repository serves as a repository to access high-quality course and unit content developed by Iowa-licensed educators for classroom use. Content will expand across all grade levels and disciplines, can be used online or in the classroom, can be adapted to meet local needs or taught as is, and is available to any school across the state.
3. A student/course exchange facilitates sharing of online courses so schools can offer their open seats to students in other schools or find seats needed for their students.

CPI students interested in taking courses through e-Learning Central may access course content through dual enrollment with their local district. IPI students would need to consider CPI option #1 or #2 and dual enroll with the resident district to access this option. Please contact your district of residence to determine course and resource availability.

Information on Homeschool Funding

The family pays the cost of homeschool instruction. If the student dual enrolls under one of the CPI options, the district may not charge the dual enrolled student any fees that are not charged to a regularly enrolled student. Any fees are prorated based on the amount of time the student is present in the district, or the co-curricular or extra-curricular activity that the student is participating in (OAG#93-7-3(l)). If a dual-enrolled student is financially eligible for a full or partial student fee waiver and has an approved waiver application, the district must waive any student fees associated with dual enrollment in whole or in part (Iowa Administrative Code 281-18.3).

The district receives one-tenth of the state aid it would receive for a regularly enrolled student in grades kindergarten through eighth grade who is dual enrolled for academics, extracurricular activities, or special education (Iowa Code 257.6(1) and 299A.8).

Students in grades nine through twelve who are dual enrolled for academic purposes or special education generate funding based on the percent of time (FTE) the student receives services (Iowa Code 257.6(1) and 299A.8).

The district receives one-tenth of the state aid it would receive for a regularly enrolled student for students dual enrolled in grades nine through twelve to participate in extracurricular activities, the amount the district received in increased state aid (if applicable) by the counting of the student (Iowa Code 257.6(1) and 299A.8).

Districts offering a HSAP receive three-tenths of the state aid it would receive for a regularly enrolled student. Funds the district receives for offering a HSAP are categorical and are limited in their use. All funds must be used for purposes of providing the Home School Assistance Program (Iowa Administrative Code 281-98.12(257,299A). Appropriate use (Iowa Administrative Code 281-98.12(1)) and inappropriate use (Iowa Administrative Code 281-98.12(2)) are defined in Iowa Administrative Code 281-98 Financial Management of Categorical Funding.

Competent Private Instruction Report - Form A General Information

A parent, guardian or legal custodian who would like to enroll their child/children in CPI Option #1, including HSAP participation, CPI Option #2 with dual enrollment or CPI optional reporting must file Form A (Iowa Code 299.4; Iowa Administrative Code 281-31.3(2)) with the district of residence or that they have open enrolled to. Do not send a copy of Form A to the Iowa Department of Education.

The parent, guardian or legal custodian must complete and submit Form A if their student:

- is of compulsory attendance age;
- does not attend an Iowa public school or accredited non-public school; and
- would like to dual enroll to participate in academics, activities or receive/continue to receive special education services.

Families who are filing Form A for the purpose of dual enrollment must submit the completed form on or before September 1 of the year they are seeking to dual enroll. If the family withdraws from regular enrollment, they have 14 calendar days to file Form A. If Form A is submitted after the deadline, it is a local decision to honor the request to dual enroll.

Families who are filing Form A for the purpose of participating in a HSAP, if offered by the district, have until September 15 to file Form A. If the family would like to dual enroll and participate in the HSAP if offered, they need to file by the September 1 deadline to ensure that they meet the deadline for dual enrollment. Requests to participate in a HSAP after the September 15 deadline may be declined if the program has reached capacity.

- To participate in the HSAP program, the parent, guardian or legal custodian files Form A, completing questions 1-8 and 13-14 (student's name, date of birth, address, grade level, the parent's/or guardian's name and the number of days of instruction). However, a district may require the entire form to be completed. The course of study should be submitted to the district office or district representative (HSAP coordinator or HSAP supervising teacher) as directed by the district.

Families who are homeschooling using IPI or CPI option #2 and exercising their reporting exemption do not file Form A.

If a family who has open enrolled and filed Form A with the receiving district withdraws from the classes, activities or special education services and continues to homeschool, they are now considered IPI and the open enrollment ends. The family may regularly enroll, or dual enroll, with the district in which they physically reside.

If a family that is dual enrolled moves during the school year and wants to continue to homeschool with dual enrollment, they must file a new copy of Form A with the new district of residence.

Homeschool students under CPI must be provided with instruction for a minimum of 148 days each school year. Students who withdraw from regular enrollment to homeschool may subtract the days that they attended while regularly enrolled from the 148 days. The remaining number of days is the minimum number of days that the student must be provided with instruction.

Information including the family phone contact or email is not required to dual enroll or to participate in a HSAP, if offered. However, many districts use a notification system that relies on either phone or email contact information. This type of system is used for weather-related delays and cancellations, events and other district information. If you would like to be included in receiving notifications from this type of system, the district will need the contact information used by the system to ensure that you are included and receive notices.

Appendices

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

Form A: CPI Report Required for Parent, Guardian, or Custodian of CPI student under CPI Option #1 or CPI Option #2 with dual enrollment, optional Reporting (Due Sept.1) or HSAP Participation (Sept. 15)

Annual Evaluation Notification Form for Parent, Guardian, or Custodian

Request Form for Consideration of Standardized Assessment Not on Department Approved List

Form C-1 Instructions: Progress Form for Student of Compulsory Attendance Age Under CPI Option #2 with Dual Enrollment (District Use Only)

Form C-1 (District Use Only)

FERPA Parent, Guardian, or Custodian Annual Notification Form (Competent Private Instruction)

FERPA Parent, Guardian, or Custodian Annual Notification Form (Independent Private Instruction)

Summary of Competent Private Instruction (CPI) Responsibilities

Summary of Independent Private Instruction (IPI) Responsibilities

Private Instruction Options Flowchart

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.

Form A: CPI Report Required for Parent, Guardian, or Custodian of CPI student under CPI Option #1 or CPI Option #2 with dual enrollment, optional Reporting (Due September 1) or HSAP Participation (September 15)

Signature required on the back of the page. Complete and return to the district office.

Directions: All families seeking to dual-enroll students of compulsory attendance age are required to complete the following questions. Students seeking to enroll in a HSAP are required to complete the student's name, parent's name, address, days of instruction, course of study, and sign. The HSAP may require all questions to be answered.

Special Note: Students who are past compulsory education age and dual enroll for athletics must file Form A and provide documentation that they are taking courses to be considered a bona fide contestant. (Iowa Administrative Code 281-36.8(5)b).

School Year: _____

1. Student Full Name: _____
2. Student Date of Birth: _____
3. Student Address (Street, City, State, Zip): _____
4. Student Grade: _____

Person Filing CPI Report:

5. Full name (Parent, Guardian, Custodian): _____
6. Address (Street, City, State, Zip): _____
7. Phone Number (Optional): _____
8. Number of CPI Instructional Days (minimum 148 required): _____

Only families who are dual enrolling, or if required by the HSAP, are required to provide the following additional information:

9. Course of study: Complete table below or attach outline for each course listed separately which shall include subjects covered, lesson plans, and time spent on the areas of study.

Subject	Title of Text, Resource(s)	Time Spent on Subject

☐ **Proof of Immunization:** Attach documentation of immunization, or a waiver for exemption if filing for the first time, or the first time in the current district of residence. Attach to form and submit. Waiver Forms available on the HHS website.

10. License Information for Instructor (CPI Option #1)

    Teacher Full Name: _____

    Teacher Address (Street, City, State Zip): _____

    BOEE Folder Number: _____

11. Do you desire dual enrollment: ☐ Yes ☐ No

What do you want to dual enroll for (check all that apply)?

☐ Academic course or courses, including concurrent enrollment

☐ Extracurricular Activities

☐ Special Education

- Is student currently identified for special education? ☐ Yes ☐ No
- Do you consent to annual re-evaluation if currently identified? ☐ Yes ☐ No
- If not currently identified, do you consent to an initial evaluation? ☐ Yes ☐ No

  (If you desire an initial evaluation, please work with the district to schedule this. Checking Yes only indicates your interest.)

12. Complete the following table indicating what you would like to dual enroll in: attach sheet if more space is needed.

First Semester	Second Semester

13. Participate in a HSAP, if offered by the district. ☐ Yes ☐ No

14. Parent, Guardian or Custodian Signature (Required)

    Signature_____

    Date: _____

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 may fulfill the evaluation requirement through a standardized assessment, portfolio assessment, 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 student's age or grade level.

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)

Request Form for Consideration of Standardized Assessment Not on Department Approved List

Required for family of CPI student if seeking permission to use an alternate assessment. Testing must be completed by May 31 of the current year the report is for.

Instructions:

This form is for use by parents, guardians or custodians seeking to use a test not included in the approved list of standardized assessment options. For this request to be reviewed, the family must complete a separate form for each student requesting an assessment not on the approved list and submit each form either by email to andrea.danker@iowa.gov or jamaica.reed@iowa.gov or by US Mail:

Andrea Danker or Jamaica Reed
Iowa Department of Education
400 E 14th St
Des Moines, IA 50319

Requester Contact Information

Name: _____

Relationship to Student (Parent, Guardian, Custodian): _____

Phone (XXX-XXX-XXXX): _____

Email: _____

Assessment Request

Name of Assessment Being Requested: _____

Assessment Publisher: _____

Assessment Form/Grade Level: _____

If request is for an off-grade assessment, please explain:

Requester Signature:

_____ Date: _____

Iowa Administrative Code 281-31.8(2):

a. In the event that the parent, guardian or custodian of a student subject to the annual assessment requirement wishes to have the student take a standardized test not included on the Department's published list, the parent, guardian or custodian shall request permission of the Director of the Department of Education to use a different test. The decision of the Director shall be final.

b. A student subject to the annual assessment requirement who takes a standardized test shall take a grade level form of the test that corresponds most closely to the child's chronological age unless permission is granted by the test administrator to take another grade level form of the test.

Form C-1 Instructions: Progress Form for Student of Compulsory Attendance Age Under CPI Option #2 with Dual Enrollment (District Use Only)

A school district must:

- complete this form for each student receiving CPI under Option #2 with dual enrollment if the student is of compulsory attendance age (following the year assessed) and failed to make adequate annual progress; and
  A student failed to make adequate progress if their parent, guardian, or custodian:
  - reported at least one of the required content areas assessment scores that were at or below the 30th percentile based on national norms and indicated that the student either made less than six months' progress or is below grade level; or
  - provided a portfolio evaluation report indicating inadequate progress in at least one required subject area; or
  - provided an accredited correspondence school report card or transcript indicating grades in the required subject area below a C.
- attach a copy of the evaluation results (assessment results, portfolio review, or accredited correspondence school report card or transcript) with each student report form.

Return the form and documentation by email to Andrea Danker andrea.danker@iowa.gov or Jamaica Reed jamaica.reed@iowa.gov or by mail at:

Andrea Danker or Jamaica Reed
Iowa Department of Education
400 E 14th St
Des Moines, IA 50319

Do not submit Form C-1 for students who:

- are not of compulsory attendance age;
- receive instruction that was provided or supervised by an appropriately licensed teacher - whether at home, in a nonaccredited school, or in a home school assistance program, as the annual evaluation requirement does not apply to them;
- were initially evaluated to establish an educational baseline;
- received IPI; or
- received CPI under Option #2 and are not dually enrolled or are utilizing the Private Instruction Exemption.

Form C-1(District Use Only)

Student Information

First Name: _____

Last Name: _____

Parent, Guardian, Custodian Information:

First Name: _____

Last Name: _____

Address, City, State, Zip: _____

District Information

District Name: _____

District Number: _____

Evaluation Results

Complete the table below, and attach documentation for each section of the assessment below the 40th percentile.

Test Area	Score Total	National Percentile Rank	National Grade Equivalent
Reading (1-12)			
Language Arts (1-12)			
Math (1-12)			
Science (5, 8 and 11*)			
Social Studies (8 and 11*)			

**Beginning with the 2027-2028 school year, science will be assessed in grades 5, 8, and 11 and social studies in grades 8 and 11.*

Portfolio Assessment Evaluation

Attach copy of review.

Portfolio Reviewer Name: _____

BOEE Folder Number: _____

Accredited Correspondence School Report Card/Transcript

Enter the name of the correspondence school and attach the report.

Correspondence School Name: _____

FERPA Parent, Guardian, or Custodian Annual Notification Form (Competent Private Instruction)

Required district notification for the family of a CPI student.

District Instructions

The following template is provided for a school district to use to fulfill its annual obligation to notify parents, guardians, and custodians of CPI students of their rights under the Family Educational Rights and Privacy Act (FERPA). This form, and a copy of the district's FERPA and student directory information policies, must accompany Form A at the time it is provided for a parent, guardian or custodian, or if Form A was obtained by the parent, guardian or custodian from another source and returned to the district.

This is a template and may be copied onto district letterhead.

Dear Parent, Guardian or Custodian:

Attached is an annual notice of the rights you and your student have with respect to your educational records.

This notice is being provided to you because you filed Form A (the Competent Private Instruction (CPI) Report, which you are required to file annually), which is a public document and constitutes an educational record. Not all information on Form A is public. The information on Form A is confidential and will not be released without proper consent or statutory authorization, including the following:

- immunization information;
- Special Education status;
- course of study information;
- number of days under CPI;
- all information about the licensed teacher who is providing or supervising instruction, if applicable; and
- all standardized assessment, portfolio and accredited correspondence school report card or transcript information.

Unless you notify the district to the contrary, the district will release the following directory information about your child upon request: student name, address, dual enrollment or HSAP enrollment status, and extracurricular activities (if applicable).

If you do not want all, or specific information listed above, to be released, please provide written instructions and return to:

Insert Name of District Contact

Insert Mailing Address of district contact

If you have questions regarding this notice, please contact:

Name: _____

Phone number: _____

Sincerely,

Insert district contact.

FERPA Parent, Guardian, or Custodian Annual Notification Form (Independent Private Instruction)

Required district notification for Family of an IPI student

District Instructions

The following template is provided for a school district to use to fulfill its annual obligation to notify parents, guardians, and custodians of IPI students of their rights under the Family Educational Rights and Privacy Act (FERPA). The district must attach its FERPA policy and student directory information to this notification. This is a template and may be copied onto district letterhead.

Dear Parent, Guardian, or Custodian:

Attached is an annual notice of the rights you and your student have with respect to your educational records.

This notice is being provided for you because your IPI student is receiving certain services from the district, or you have provided information based on a written request from the school district's superintendent or the Iowa Department of Education's director. The information you provided is a public educational record. Personally identifiable information about your student in the educational record will not be public unless you consent to its release. Directory information or information that is generally considered not to be harmful and not to invade privacy if released, or if an exception to the consent requirement applies, may be released by the district if requested.

Unless you notify the district that you do not consent to the release of the following directory information about your student, it will be released upon request.

- student name;
- student address; and
- telephone listing (optional, if provided by the family).

If you do not want all, or specific information listed above released, provide written notification with instructions regarding your preferences and send to:

- name of district contact; and
- mailing address.

If you have questions related to this notice, please contact:

- insert name of contact; and
- insert phone number.

Sincerely,

(Insert name of contact sending information)

Summary of Competent Private Instruction (CPI) Responsibilities

CPI includes dual enrollment and home school assistance programs (HSAP)

Parent, Guardian, or Custodian Responsibilities

- **Review annual Family Educational Rights and Privacy Act (FERPA) notification and provide written instructions to district (if applicable):**
  A parent, guardian or custodian must review the FERPA notification letter and provide written instructions if they decide they do not want all or part of their student's information released. This information should be returned to the contact specified in the district notice.
- **Notify district of use of Private Instruction Exemption (Optional, but recommended):**
  A parent, guardian, or custodian who chooses Option #2 and does not report to the district (i.e., utilizes the Private Instruction Exemption) may wish to provide the district notice of this decision. By doing so, the district will presume that the student of compulsory attendance age is compliant with all applicable compulsory attendance requirements.
- **Submit Form A (and proof of immunization, if applicable) by September 1 for each student:**
  A parent, guardian or custodian that chooses CPI Option #1 (including HSAP) or Option #2 with dual enrollment or optional reporting must submit Form A to the resident district for each student by September 1. If filing Form A for the first time, the parent, guardian, or custodian must attach proof of immunization, or a waiver for immunization exemption (medical or religious) to Form A for each student under Option #1 or Option #2 if dual enrolling.
    - **September 1 deadline exception:**
      If the parent, guardian or custodian decides after the September 1 deadline that they wish to provide CPI to the student currently enrolled in a public or accredited nonpublic school, they must file Form A completed as fully as possible, within 14 calendar days of the student being withdrawn from the public or accredited nonpublic school Iowa Administrative Code 281-31.2(2)).
    - **Failure to comply with CPI laws:**
      A parent, guardian or custodian not in compliance with CPI law is subject to truancy prosecution. Note the Iowa Supreme Court has upheld truancy convictions for both failing to file Form A at all (State v. Skeel, 486 NW 2d43(Iowa 1992)) and not filing Form A fully or accurately (State v. Rivera, 497 NW 2d 878 (Iowa 1993)). However, options are now available that do not require filing Form A.
- **Notify resident district of intent to dual enroll by September 1 (if applicable):**
  If a parent, guardian or custodian wants dual enrollment for their student, they must notify the resident district by the September 1 deadline. A district may decide to extend this deadline.
    - **September 1 deadline exception:**
      If the parent, guardian or custodian moved or removed the student from school after the September 1 deadline, they will have 14 calendar days to request dual enrollment.
    - **Note on importance of dual enrolling as soon as possible:**
      Families should know the deadline is for funding purposes, and waiting to sign up for dual enrollment close to the deadline may mean a desired class is full. Families are urged to let districts know as soon as is practical if they want the dual enrollment option.
- **Applying for open enrollment for incoming preschool students receiving specially designed instruction or incoming kindergarten students by September 1 (Optional):**
  If open enrollment is desired for the incoming preschool student receiving special education

services that require specially designed instruction (SDI) or for the incoming kindergarten student, the family must file the proper documents with the resident and receiving districts. For forms, please contact your resident district or see the Department's Open Enrollment webpage.

- **Work with the District or AEA to convene the IEP team if:**
  If a student has been identified or referred for special education services, the parent, guardian, or custodian must work with the resident district and AEA to initiate the evaluation process.
- **Work with the district and convene the IEP team, if previously identified for service:**
  If the student has been previously identified for services, the parent, guardian or custodian must work with their resident district to convene the IEP team to document any change to the student's instructional setting or provision of service.

☐ **Notify resident district of intent to enroll in the district's HSAP by September 15, if district offers this option:**
If a parent, guardian or custodian would like to enroll their student in a HSAP, if offered by the district of residence, they must let the district know by the September 15 deadline. A district may decide to extend this deadline.

- **September 15 deadline exception:**
  If a parent, guardian or custodian moved or removed the student from school after the September 15 deadline, they will have 14 calendar days to request enrollment. If the HSAP is at capacity for supporting students, they may decline requests made after the deadline.

☐ **Submit a detailed instruction plan to district by October 1 (or within 30 days of filing Form A):**
A parent, guardian or custodian must provide for the student's instruction using a plan and course of study. The instruction plan with additional detail provided must be submitted no more than 30 days from the date Form A is filed with the district and must include an outline of the courses of study (i.e., subjects covered, lesson plans, time spent on the areas of study) and the titles and authors or publishers of the texts to be used (Iowa Administrative Code 281-31.2(1)"a" (5) - (6)).

☐ **Apply for Open Enrollment for students in Grades 1-12 by March 1 (Optional):**
If open enrollment is desired for a student in grades 1-12 for the upcoming school year, the family must file the proper documents with the resident and receiving districts by March 1. Please contact the district you reside in (resident district) or the Department's Open Enrollment webpage.

☐ **Initial baseline evaluation and annual student achievement evaluations by May 31:**
If a parent, guardian, or custodian of a CPI student is teaching a student of compulsory attendance age and is not an Iowa-licensed teacher or is providing CPI without the supervision of an Iowa-licensed teacher, their student must be initially evaluated to establish an educational baseline on or after their seventh birthday and annually assessed each subsequent year after by May 31 (Iowa Administrative Code 281-31.8(1)).

The baseline evaluations must include all areas required for reporting based on the student's grade. For students in grades 1-5, the evaluation must include reading, language arts, math, and science in fifth grade only. For students in grades 6-12, the evaluation must include reading, language arts, mathematics or quantitative thinking, and science in grades eight and ten.

The parent, guardian or custodian must select one of the following evaluation options to meet these requirements:

☐ **Standardized Assessment by May 31:**
If the standardized assessment option is chosen, the parent, guardian or custodian must

select a Department-approved assessment as required by Iowa Administrative Code 281-31.8(1).

- ☐ **Submit a written request for an alternate assessment (Optional)**
  If a parent, guardian or custodian would like their student to take a standardized assessment that is not on the Department's approved list, they must complete the required Alternative Assessment Request form (Iowa Administrative Code 281-31.8(2)).

- ☐ **Arrange for district or AEA to evaluate (Optional):**
  The parent, guardian or custodian may arrange for their student to be evaluated at their resident district or AEA to fulfill the required baseline evaluation and annual evaluation requirements.

  The parent, guardian or custodian should receive a notification from the resident district by October 1 regarding testing dates, times, costs and other relevant information (Iowa Administrative Code 281-31.8(2)"c"(2)).

☐ **Portfolio Assessment or Evaluation by May 31:**
If the portfolio assessment or evaluation option is chosen, the parent, guardian, or custodian must privately retain a person with a with a current Iowa teaching license appropriate for the age and grade of the child and approved by the resident district superintendent (or their designee) to review a collection of the student's work samples in each required area based on the student's grade, provide a written summary for each content area, and share the report with the school district as documentation of adequate annual progress. The family pays the cost of the portfolio assessment.

☐ **Report card or transcript from an accredited correspondence school by May 1:**
If the report card or transcript from an accredited correspondence school option is chosen, the parent, guardian or custodian of a CPI student under Option #2 with dual enrollment or opt-in optional reporting must provide the report card or transcript to the district as documentation of adequate annual progress and ensure that it includes a list of subjects taken and the percentage of accuracy or grades received for each required reporting area (Iowa Administrative Code 281-31.8(4)).

School District Responsibilities

☐ **Send Form A and annual FERPA notification form to families wishing to provide CPI under Option #1, Option #2 with dual enrollment or optional reporting by September 1 (or as soon as the parent, guardian or custodian has withdrawn the student and requested Form A).**

- **Providing Form A (if requested):**
  Upon request, the district must provide Form A to any parent, guardian, or custodian who intends to provide CPI under Option #1 (CPI provided by, or under the supervision of a person with a current Iowa teaching license) or Option #2 (CPI by a parent, guardian or custodian) with dual enrollment or optional reporting.

- **Add district information to Annual FERPA Notification Form and send with Form A:**
  When Form A is requested by a parent, guardian or custodian, the district must provide a copy of the FERPA notice informing the parent, guardian or custodian of what is included in directory information and that they may choose to opt out of having their student's directory information (in whole or part) released. Prior to sending the notice, the district must:

  - ☐ **Define "directory information."**
    The district must define what directory information means for the agency. The district should already have a definition for this term in board policy. Typically,

directory information includes the student's name, address, date of birth, grade level, dates of enrollment, and involvement in extracurricular or co-curricular activities. A district may exclude any of these from its definition.

- **Determine district FERPA contact, add contact information to form:** The district must determine who the FERPA contact will be and add this person's contact information to the form. This should include the person's name, physical address, telephone number and email.
- **Attach district FERPA policy and student directory information:** The district must attach the district's FERPA policy and student directory information to the notification form.

Disclose student directory information after sending annual FERPA notice (If requested).
A district that receives a request for information contained in Form A regarding a CPI student must release the student's directory information unless, after having been given the required annual notice, the parent, guardian or custodian has informed the district not to release the requested information without their prior consent.

The following information in Form A is confidential and will not be released:

- immunization records;
- special education status;
- course of study information;
- number of days under CPI;
- all information about the licensed teacher who is providing or supervising the instruction; and
- all standardized assessment, portfolio evaluation, and accredited correspondence school report card or transcript information.

Review Form A for compliance with CPI law and rules and file.
After receiving Form A, the district must review the completed form to determine whether the person filing has complied with all the procedural and reporting requirements:

1. Record the date received. The district must record the date Form A was received to determine and document if filing deadlines were met. (Iowa Administrative Code 281-31.5(1)"c").
2. File Form A, and appropriately destroy Personally Identifiable Information (PII). The district must forward one copy of Form A to the secretary of the Area Education Agency (AEA) that supports the district and keep a copy on file for a period of five years (Iowa Administrative Code 281-31.5(1)"a"). After five years, the district must destroy all confidential student data containing personally identifiable information (PII) per district board policy.
3. Collect proof of immunization (If applicable). If the parent, guardian or custodian is filing Form A for the first time, the district must collect proof of immunization or an immunization waiver for the CPI student under Option 1 (including students enrolled in a HSAP) and Option #2 with dual enrollment and optional reporting.
4. Verify blood lead testing compliance (if applicable). If a student is enrolling in kindergarten or under the age of six, the district must verify that the student had a blood lead test using the Iowa Department of Health and Human Services blood lead database.

5. Check teacher licensure. The district must verify that the person providing instruction is either the student's parent, guardian or custodian, or a person with a valid Iowa practitioner's license appropriate for the age and grade level of the child (i.e., the person identified on Form A). The district may either call the Iowa Bureau of Educational Examiners or access their website to check licensure (Iowa Administrative Code 281-31.5(1)"c").
6. Review for Special Education service provision requests. If a parent, guardian or custodian indicates that the student currently has an IEP or has indicated interest in an initial evaluation or re-evaluation, the district must make sure that the district special education director or AEA special education director is notified and the IEP team is convened to discuss the provision of services, an initial evaluation or to revoke consent for services if desired.

☐ **Send annual evaluation notification form to families providing CPI under Option #2 with dual enrollment, or optional reporting by October 1.**
If the CPI student is of compulsory attendance age, the district must send the annual evaluation notification form to parents, guardians or custodians of students under CPI Option #2 with dual enrollment or electing to take part in annual evaluations (i.e., optional reporting) notifying them of annual assessment testing dates, times, locations, costs and other relevant information by October 1 (Iowa Administrative Code 281-31.8(2)"c"(2)).

This form is not to be sent to families who are working with a licensed teacher under CPI Option #1, have chosen CPI Option #2, exercising their Private Instruction Exemption (i.e., opting out of reporting), or who are homeschooling using IPI. This parent, guardian or custodian is not required by code to complete and return this form, but the district is required to provide notification of the information included in the form.

☐ **Provide standardized assessment by May 31 (if requested).**
If requested by the parent, guardian or custodian, the district must provide standardized assessment at no cost to the family for students homeschooling under CPI, appropriate to the student's grade level, even if the district does not assess regularly enrolled students at that grade level. The district may also:

- Delegate test administration to the Area Education Agency (Optional); or
    - The district may delegate administration of the standardized assessment to the AEA supporting the district. Any associated costs of the assessment are not billed to the family of CPI students, but are settled between the district and the AEA.
- Allow parents to contract with a testing service at their own expense (Optional).
    - The parent, guardian or custodian may purchase a standardized assessment at their expense through an accredited correspondence school, other school accredited by a U.S. Department of Education - approved accrediting agency or any testing service authorized by the publisher of any test approved by the Department for assessment purposes.

Districts and area education agencies are held to the test publishers' test administration requirements regarding test security and administration protocols. To ensure a request for assessment can be honored, contact the district or AEA in a timely manner so the agency can request, reserve and have testing materials available when testing is scheduled.

☐ **Report the names of all CPI students subject to the annual proof of adequate progress requirements by January 1.**
The district must report the names of all students using CPI Option #2 with dual enrollment

homeschool option and are required to provide proof of adequate annual progress, to the Department by January 1. The report must include the option the parent, guardian or custodian has chosen. If homeschool instruction began after the deadline, this information should be provided as soon as possible.

- **Send Form C-1 by December 31.**
  If a student of compulsory attendance age scores at or below the 30th percentile, does not make at least six months' progress, or their parent, guardian or custodian fails to comply with the assessment requirements of the compulsory attendance law, the district must submit Form C-1 to the Department. Include a copy of the test scores, portfolio review summary, transcript or report card as documentation.

  If the student is not of compulsory attendance age or is under the supervision of a person with a current Iowa teaching license, no report is filed.

- **Charge dually enrolled students applicable student fees.**
  A district may charge a dually enrolled student a fee if a regularly enrolled student is also charged a fee for the same item or service, including any costs associated with a dually enrolled student's participation in student activities, co-curricular activities or extracurricular activities. A district cannot charge the dually enrolled student the same total amount of the student fees as they would charge a regularly enrolled student. The district must prorate the total fee charged to the dually enrolled student based on the amount of time the student is present in the district (OAG #93-7-3(l)).

- **Provide a home school assistance program (Optional).**

  1. Provide HSAP students with appropriate instructional materials. If a parent, guardian or custodian of a HSAP student requests instructional materials, the school district must provide them with appropriate instructional materials on the same basis as these materials are provided to regularly enrolled students.
  2. Employ a properly licensed teacher to provide or supervise HSAP instruction. The district must employ an appropriately licensed teacher (i.e., appropriate for the grade and age of the students) to provide or supervise the HSAP instruction.

     - Request a waiver of HSAP student limit (Optional):
       If a HSAP is at capacity based on staffing, the Superintendent may submit a waiver request to the Department in the Consolidated Accountability and Support Application (CASA) under Educational Exemptions. There is no deadline, and the request may be submitted at any time (as needed) to extend the HSAP capacity to provide support. HSAP teachers may support up to 25 families or 50 students, whichever number is reached first. Districts may submit a waiver request to exceed the 25 family/50 student limit to the Iowa Department of Education. This is located in the CASA application. All waiver requests will be reviewed and considered on a case-by-case basis.

- **Determine conditions for HSAP participation.**
  The district must determine whether they will require HSAP students to complete Form A in full or have families complete only the student and parent information required by code, sign and return Form A to the district.

- **Offer dually enrolled (and/or HSAP enrolled) students universal screening for K-3 Early Literacy.**
  The district must offer early literacy universal screening for dually enrolled (and/or HSAP enrolled) students in K-3 to the same extent that universal screening is offered to regularly enrolled students. The parent may decline the screening and any related supplemental or support instruction. Early literacy screening assessment materials are not available for parent use at home. Early literacy screening tools are not appropriate for use as an assessment for proof of adequate annual progress.

- **Provide dually enrolled (and/or HSAP enrolled students) with appropriate instructional materials (if requested):**
  If the parent, guardian or custodian of a dually enrolled (and/or HSAP enrolled) student requests instructional materials, the school district must provide them with appropriate instructional materials on the same basis as these materials are provided to regularly enrolled students (Iowa Administrative Code 281-31.5(4)“b”).

    - **Additional notes related to the provision of instructional materials:**
      Instructional materials must be provided to dually enrolled (and/or HSAP enrolled) students on the same basis as they are provided for regularly enrolled students. Instructional materials do not include teachers’ manuals or tests for textbooks currently in use by the district. However, the district may provide teachers’ manuals, tests for textbooks, and other instructional materials that the district no longer uses (if available). Because the purchase of instructional materials is supported by public funds, the public agency (i.e., district) has final authority to determine the appropriateness of instructional materials. The use of public funds for this purpose also means:
        - The district is the ultimate owner of the materials: in all cases, texts and materials (unless of a consumable nature) must be returned to the district at the end of the school year.
        - A district is prohibited from reimbursing or making monetary payments (directly or indirectly) to any parent, guardian or custodian (or any other private individual) for instructional materials or supplies. This includes stipends, gift cards, blank purchase orders, scholarships for materials or supplies, or other financial instruments.
        - The district should utilize its policy and curriculum adoption procedures when selecting materials for HSAP use or providing materials for families who have recommended or requested materials.

- **Contact the County Attorney.**
  Contact the county attorney regarding noncompliance with the compulsory attendance law and rules (Iowa Administrative Code 281-31.5(1)“e”);

    - A parent, guardian, or custodian of a CPI student of compulsory attendance age filed a Form A without completing the required information, and did not sign, or refused to sign, Form A.
    - Noncompliance with CPI laws subjects the parent, guardian or custodian to truancy prosecution.

The Iowa Supreme Court has upheld truancy convictions for both failing to file Form A at all (State v. Skeel, 486 N.W. (Iowa 1993) and not filing Form A completely or accurately (State v. Rivera, 497 N.W. 2d 878 (Iowa 1993).

Some homeschool options do not require filing Form A. Please ensure that Form A is required for the option the family has chosen prior to filing a report with the County Attorney.

Area Education Agency Responsibilities

- Review each district’s Form A and maintain copies:
  The AEA must receive annual CPI notification from each district in the AEA service area. (Iowa Administrative Code 281-31.5(1)).

    1. Maintain copies of Form A and appropriately destroy Personally Identifiable Information (PII). The AEA must maintain copies of Form A for five years for each school year collected. Data may be destroyed after the fifth year following agency policy and protocol for the destruction of student information containing PII.

2. Administer standardized assessment (If requested). If requested by the district, parent, guardian or custodian, the AEA must provide a standardized assessment for the students under CPI at no charge to the parent, guardian or custodian (Iowa Administrative Code 281-31.5(2)“a”).
3. The parent, guardian or custodian of a student under IPI may request a standardized assessment and is billed for the cost of the assessment.

Department of Education Responsibilities

- **Develop Form A.**
  The Department must develop and make Form A available to school districts (Iowa Administrative Code 281-31.5(1)“a”).
- **Develop a list of evaluated CPI students.**
  The Department must develop a list of students from whom evaluation data is expected by August 1 (Iowa Administrative Code 281-31.5(1)).
- **Receive Form C-1 (With selected annual evaluation attachment) from each district.**
  Each district must file Form C-1(with a copy of the selected annual evaluation attached) with the Department no later than Dec 31 for each student who did not demonstrate adequate annual progress.
- **Notify Family of Requirement to enroll in a public school or accredited nonpublic school following student failure to make adequate progress (If applicable).**
  The Department must notify the parent, guardian or custodian of a student who fails to make adequate annual progress (or at least six months’ progress for students with IEP’s) that the student must be enrolled in the resident school district or an accredited nonpublic school unless:
  1. The Department grants permission to continue CPI under an approved remediation plan.
  2. Before the beginning of the next school year, the student retakes a different form of the same evaluation or another evaluation approved by the Department, and those results indicate that adequate progress has been made.
  3. Before the beginning of the next school year, a portfolio review or evaluation is conducted that shows adequate progress (Iowa Code 299A.6 and 299A.7).

Summary of Independent Private Instruction (IPI) Responsibilities

Parent, Guardian or Custodian Responsibilities

Note: The deadlines indicated in the guidance above do not reflect local deadlines for registration with providers/agencies that are external to the district and may vary.

- **Notify the district of intent to use IPI and meet compulsory attendance and truancy laws (if requested, but not required).**
  If requested, in writing by the resident district's superintendent or the Department's director, the IPI parent, guardian, or custodian must notify their resident school district of their decision to instruct their student under IPI for the purposes of compliance with the compulsory attendance and truancy laws (Iowa Code 299.1 & 299.8).

- **Notify the district or AEA of intent to request testing by October 1 (Optional, but recommended).**
  If a parent, guardian, or custodian of an IPI student wishes to use a standardized assessment, at their cost, they should notify the resident district or AEA before October 1, or within 14 days of moving into the district.

- **Notify the district of intent to utilize Concurrent Enrollment and/or Driver's Education course by the beginning of the school year (Optional, but recommended).**
  If an IPI parent, guardian or custodian wishes to utilize concurrent enrollment courses in the community college or district-provided driver's education, they should notify the resident district in a timely manner (preferably at the beginning of the school year).

School District Responsibilities

- **Make concurrent enrollment courses available to IPI students.**
  The district must make concurrent enrollment courses included in the contract with the community college available to IPI students.

- **Offer or make driver's education instruction available to IPI students.**
  The district must offer or make driver's education instruction available to IPI students.

- **Make access to standardized assessment available to IPI Students (if requested in advance):**
  The district must make standardized assessment, at the parent's cost, available to IPI students if requested in advance.

- **Request for IPI Report (Optional).**
  The district superintendent may make a written request for a report identifying the IPI primary instructor, location, name of the authority responsible for instruction, and the names of the student(s) enrolled.

- **Add district information to the Annual FERPA Notification form and send wherever an educational record is requested.**
  Whenever an educational record regarding an IPI student is generated, the district must provide the parent, guardian or custodian with the annual Family Educational Rights and Privacy Act (FERPA) notice informing them of what is considered directory information and that they may choose to opt out of having their student's directory information (in part or whole) released. Before sending, the district must:

Define directory information:

1. The district must define what directory information means for the agency. The district should already have a definition for this term, as required by board policy. For IPI students, this includes the student's name, address and phone number, but a district may exclude any of these from the definition.
2. Determine the district's FERPA contact and add contact information to the form. The district must decide who its contact will be and add that individual's contact information to the relevant form fields.
3. Attach the district's FERPA policy and student directory information to the notification form. The district must attach the district FERPA student records policy and student directory information to the notification form.

- **Disclose Student Directory Information after sending annual FERPA Notice (if requested).** A district that receives a request for information regarding an IPI student must release the student's directory information unless, after being given the required annual notice, the parent, guardian or custodian has informed the district not to release the information without their prior consent.

- **Contact the County Attorney to report noncompliance with truancy laws.** The district must contact the county attorney to report any noncompliance with the compulsory attendance law and rules (Iowa Administrative Code 281-31.5(1)).

AEA Responsibilities

- **Document transition to IPI and convene the IEP team:** If a student receiving special education will receive IPI (waiving special education services), the AEA must:
  - prepare written notice of intended transition to IPI;
  - withdraw the student from all special education services; and
  - convene the IEP team and indicate the decision in the IEP.

Department of Education

- **May make a written request for IPI report (Optional):** The director of the Department may make a written request for a report identifying the primary instructor, location and name of the authority responsible for the IPI, and name(s) of the students enrolled.

Flowchart of Private Instruction Options

