

Minnesota Association of Christian Home Educators

# Initial Report to Superintendent

This document meets all reporting requirements of MS 120A.22-120A.26; 121A.15 (2011).

This form should be submitted initially to the resident district superintendent by the person in charge of providing instruction to a child: (1) by October 1 when a child being instructed pursuant to Minn. Stat. §120A.24 reaches age seven (subsequent children will be reported in the letter of intent to continue homeschooling); (2) within 15 days of withdrawal of the child from public school to homeschool if after age seven; or (3) by October 1 after you move your residence to a new school district.

Pursuant to Minnesota Statute 13.32 Subd. 4a. the information on this form is private and confidential. This information may not be used as directory information by the district nor may the district disclose this information to third parties without the written consent of the parents. Unauthorized release of this private data by the school district or its officials would subject the offender to penalties pursuant to the M.S. 13.08 and 13.09.

**To:** \_\_\_\_\_  
(name and school district number)

**From:\*** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(parent's name)

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

\*The person reporting is a parent of the reported child(ren) and in charge of their instruction. If the person completing this report is not the parent but is in charge of instruction, that must be noted and evidence of one of the qualifications pursuant to Minn. Stat. § 120A.24, subd. 2 must be attached.

**Names and birthdates of children receiving instruction between the ages of 7 and 16 years:**

First and Last Name of child(ren)	Birthdate	Address (if different than parents' address)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Immunization information:** If you are reporting a student who was listed above for the first time or one of your students has reached seventh grade (age 12), attach either an immunization statement or a notarized statement of conscientious exemption to immunizations because of the beliefs of the parent or guardian (if not already on file at the current school district). Immunization records are attached for the following children (include age):

\_\_\_\_\_  
\_\_\_\_\_

**Accreditation:** If your school is accredited by an accrediting agency pursuant M.S. 123B.445 or recognized by the Commissioner of Education, list the name here:

\_\_\_\_\_

If you are an accredited school, your report is now complete. A non-public school, person or other institution that is accredited by an accrediting agency does not have to administer nationally norm-referenced standardized tests or disclose that information to the local school district. Photocopy this completed report and file it with your family's permanent records.

If you are not accredited, continue completing the report on the following page.

**Assessment of performance:** Each year the performance of every child not enrolled in a public school must be assessed using a nationally norm-referenced standardized achievement examination. The superintendent of the district in which the child receives instruction and the person in charge of the child's instruction must agree about the specific examination to be used and the administration and location of the examination. Agreement with these arrangements is assumed unless the non-public school is contacted in a timely manner.

Test name: \_\_\_\_\_

Administrator and location: \_\_\_\_\_

This reporting form was prepared by the Minnesota Association of Christian Home Educators (MÂCHÉ) with suggestions and advice from the Home School Legal Defense Association (HSLDA). MÂCHÉ may be contacted at 763-717-9070 (toll free: 866-717-9070) or email sent to [info@mache.org](mailto:info@mache.org).

**» Photocopy this completed report and file it with your family's permanent records. «**