



Aitkin Public Schools

306 SECOND STREET N.W. • AITKIN, MN 56431 • 218-927-2115

DANIEL STIFTER
Superintendent

LISA DEMARS
Principal, Grades 7-12

ANDREW DOKKEN
Principal, Elementary

JIM HENRICKSON
Dean of Students (7-12)

Dear Home School Parent(s):

Attached is a **2024-25** Home School packet containing the following forms:

Non-Accredited Non-public School Full Report – **NEW** Home school parent(s) only.
DUE SEPTEMBER 15, 2024

Letter of Intent to Continue to Provide Instructions – **Existing** Home School
parent(s) only. DUE SEPTEMBER 15, 2024

Form ED-01650-26 Student Report for Aids to Nonpublic Schools

THIS FORM IS DUE BY OCTOBER 1, 2024. Forms & invoices received after this date will not be eligible for materials reimbursement. Under the “Program Element” section, if you plan to submit a request for reimbursement for textbooks, the number of students and grade level for each must be completed. A detailed copy of the invoice(s) for material must be included to be paid. The 2024-25 rate for textbooks. Standardized test and individualized instructional materials is \$120.97 per student.

Request Form for loan materials and use of health and guidance services from the school district. DUE SEPTEMBER 15, 2024.

All completed and signed forms may be mailed to: Aitkin Public Schools, Attn: Jeanne Ince, District Office. They can also be emailed to jince@isd1.org. Please make copies where needed before submitting forms. If you are no longer home schooling, please advise my phone or email.

Sincerely,

Jeanne Ince

Jeanne Ince
District Office, Admin
(218) 927-7180

Initial Registration Form for Unaccredited Nonpublic Schools (including homeschools)

The person or nonpublic school in charge of providing instruction to a child must submit an *Initial Registration Form for Unaccredited Nonpublic Schools (including homeschools)*, to the superintendent of the school district where the child resides. Please do **not** mail the registration form to the Minnesota Department of Education. Find your resident school district name, number and contact information here: [LCC-GIS \(mn.gov\)](https://www.mn.gov). Complete the information using this form or a written or electronic format of your choice. You will submit a [Letter of Intent to Continue to Provide Instruction](#) by October 1 in subsequent years.

Per [Minnesota Statutes, section 120A.24, subdivision 1](#), information in the registration form must be submitted:

- By October 1 of the first school year the child receives instruction after reaching the age of seven;
- Within 15 days of when a parent withdraws a child from public school after age seven to provide instruction in a nonpublic school that is not accredited by a state-recognized accredited agency;
- Within 15 days of moving out of a district; and,
- By October 1 after a new resident districts is established.

Instructor(s)

Primary Instructor Contact Information

Full Legal Name (Last, First, Middle)	
Street Address (No P.O. Box)	
Home Phone (Including Area Code)	
Other Phone (Including Area Code)	
Email Address	

Secondary Instructor Contact Information

Full Legal Name (Last, First, Middle)	
Street Address (No P.O. Box)	
Home Phone (Including Area Code)	
Other Phone (Including Area Code)	
Email Address	

Evidence of Instructor Qualifications

A person who is providing instruction to a child must meet at least one of the following requirements per [Minnesota Statutes, section 120A.22, subdivision 10](#):

The instructor holds a valid Minnesota teaching license in the field and for the grade level taught. (Attach a copy of the license.)

The instructor is directly supervised by a person holding a valid Minnesota license. (Attach a copy of the license.)

The instructor holds a baccalaureate degree. (Attach a copy of diploma/degree.)

The instructor is the parent, guardian or other person having legal custody of a child who is assessed according to the procedures in [Minnesota Statutes, section 120A.22, subdivision 11](#).

Student(s)

Please complete the table below (attach additional sheets, as needed).

Student(s) Full Legal Name	Date of Birth (mm/dd/yyyy)	Address	Phone Number

Immunization Records

Per [Minnesota Statutes, section 121A.15, subdivision 8](#), please attach immunization records or notarized statement of conscientious objection for each student. Update immunization information when each student reaches 7th grade.

Proposed Annual Nationally Normed Achievement Test, Assessment or Examination Plan

Instructors and superintendent must mutually agree on the proposed annual nationally normed achievement test(s) assessment(s) or examination plan, the administration and the location of the examination. MDE recommends families consider the Iowa Assessments, available through the University of Minnesota Statewide Testing Program, (612) 626-0006.

Nationally Normed Achievement Test	Student Name	How the test will be administered and who will be the administrator	Test Location	DISTRICT USE Superintendent AGREES to this plan for the student(s) in the years specified	DISTRICT USE Superintendent DOES NOT AGREE: Contact instructor immediately

Maintaining and Submitting Documentation and Scores

Per [Minnesota Statutes, section 120A.24, subdivision 2](#), the person or nonpublic school in charge of providing instruction to a child must maintain documentation indicating that the subjects required in section [120A.22, subdivision 9](#), are being taught and proof that the tests under section [120A.22, subdivision 11](#), have been administered. This documentation must include class schedules, copies of materials used for instruction, and descriptions of methods used to assess student achievement.

The parent of a child who enrolls full time in public school after having been enrolled in a nonpublic school that is not accredited by a state-recognized accrediting agency must provide the enrolling public school or school district with the child's scores on any tests administered to the child under section [120A.22, subdivision 11](#), and other education-related documents the enrolling school or district requires to determine where the child is placed in school and what course requirements apply. This paragraph does not apply to a shared time student who does not seek a public school diploma.

The person or nonpublic school in charge of providing instruction to a child must make the documentation in this subdivision available to the county attorney when a case is commenced under section [120A.26, subdivision 5](#); [chapter 260C](#); or when diverted under [chapter 260A](#).

Signature (electronic or physical signature)

Type or Print Name of Person Submitting this Letter: _____

Instructor Signature: _____

Date: _____



Letter of Intent to Continue to Provide Instruction

Per [Minnesota Statutes, section 120A.24, subdivision 1\(b\)](#), the person or nonpublic school in charge of providing instruction to a child between the ages of seven and 16 through 17 for which an initial registration form was filed pursuant to this subdivision must submit, by October 1 of each school year, a letter of intent to continue to provide instruction under this section for all students under the person's or school's supervision and any changes to the child's name, birthday, address of the child and the annual tests intended to be administered.

Complete the information using this form or a written or electronic format of your choice. If you have moved, you must file a new [Initial Registration Form for Unaccredited Schools, Including Home-School](#). **Information in the Letter of Intent must be submitted to [the school district](#) by October 1 of each year after an initial registration form has been filed in the same district. Please do not mail the letter of intent to the Minnesota Department of Education.**

Date of Letter of Intent to Continue to Provide Instruction (mm/dd/yy): _____

Date Initial Registration Form was filed with this School District (mm/dd/yy): _____

Full Legal Name of Instructor (Last, First, Middle): _____

This letter indicates my intent to continue to provide instruction in the current school year.

I DO NOT have changes to the information provided in the initial registration form or communicated in a previous *Letter of Intent to Continue to Provide Instruction*.

I DO have changes to information provided in the full initial registration form, and have updated the information as follows:

I have added students or student contact information has changed. (*Update 'New Students or Updated Student Information' on page 2 and 'Proposed Testing Plan' on page 3. Attach immunization records or notarized conscientious objection statement.*)

The proposed annual nationally normed achievement-testing plan for one or more students has changed. (*Complete 'Proposed Testing Plan' on page 3.*)

Student is now in 7th grade and/or age 12. (*Provide student's name and date of birth below. Attach updated immunization records or notarized conscientious objection statement.*)

I have discontinued instructing student(s) previously reported. (*Update 'Student(s) No Longer Being Instructed' in the table below.*)

My primary instructor qualifications changed. (*Attach explanation and documentation as required in the initial registration form.*)

My primary or secondary instructor contact information changed. (*Update 'Instructor Contact Information' below.*)

We are no longer accredited by an agency recognized by the [Minnesota Nonpublic Education Council](#).

We are newly accredited by an agency recognized by the [Minnesota Nonpublic Education Council](#). (*Update 'Accrediting Agency Information' below.*)

New Student(s) or Updated Student Information

Student(s) Full Legal Name	Date of Birth (mm/dd/yy)	Address	Phone Number

Student(s) No Longer Instructed

Student(s) Full Legal Name	Date of Birth (mm/dd/yy)	Address	Phone Number

Instructor Contact Information

Instructor Role	Full Legal Name (Last, First, Middle)	Street Address	Phone Number (including area code)	Email Address
Primary Instructor				
Secondary Instructor (if applicable)				

Accrediting Agency Information

Name of Accrediting Agency, Address and Contact Information	Dates of Accreditation Term

Proposed Annual Nationally Normed Achievement Test, Assessment or Examination Plan

Instructors and superintendent must mutually agree on the proposed annual nationally normed achievement test(s), assessment(s) or examination plan, the administration and the location of the examination. MDE recommends families consider the Iowa Assessments, available through the University of Minnesota Statewide Testing Program, (612) 626-0006.

Nationally Normed Achievement Test	Student Name	How will the test be administered and who will be the administrator	Test Location	DISTRICT USE Superintendent AGREES to this plan for the student(s) in the years specified	DISTRICT USE Superintendent DOES NOT AGREE: Contact instructor immediately

Maintaining and Submitting Documentation and Scores

Per [Minnesota Statutes, section 120A.24, subdivision 2](#), the person or nonpublic school in charge of providing instruction to a child must maintain documentation indicating that the subjects required in section [120A.22, subdivision 9](#), are being taught and proof that the tests under section [120A.22, subdivision 11](#), have been administered. This documentation must include class schedules, copies of materials used for instruction, and descriptions of methods used to assess student achievement.

The parent of a child who enrolls full time in public school after having been enrolled in a nonpublic school that is not accredited by a state-recognized accrediting agency must provide the enrolling public school or school district with the child's scores on any tests administered to the child under section [120A.22, subdivision 11](#), and other education-related documents the enrolling school or district requires to determine where the child is placed in school and what course requirements apply. This paragraph does not apply to a shared time student who does not seek a public school diploma.

The person or nonpublic school in charge of providing instruction to a child must make the documentation in this subdivision available to the county attorney when a case is commenced under section [120A.26, subdivision 5](#); chapter 260C; or when diverted under chapter 260A.

Signature (electronic or physical signature)

Print or Type Name of Person Submitting this Letter: _____

Signature: _____

Date: _____

GENERAL INFORMATION AND INSTRUCTIONS: This form must be completed at the nonpublic school level and filed with the public school district offices coordinating the program by **October 1, 2024**. A copy is to be sent by the local public school district to the Minnesota Department of Education, Division of School Finance at the above address by **October 15, 2024**. **THIS FORM MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED VALID.**

NONPUBLIC SCHOOL IDENTIFICATION INFORMATION

Nonpublic School Name:		Nonpublic School Number:	
Public School District Number:		Address of Nonpublic School:	
City:		Zip Code:	
Name of Nonpublic School Principal:		Telephone Number:	
Email Address:		Name of Nonpublic School Contact Person (if other than above):	
Telephone Number:		Email Address:	
Location at which Student Request Forms are filed (if other than above):		Name of Program Administrator in Local Public School District:	
Telephone Number:		Email Address:	

PARTICIPATION OF ELIGIBLE PUPILS

THE NUMBERS OF STUDENTS REPORTED BELOW ARE BASED ON (Check One): <input type="checkbox"/> ESTIMATED COUNTS <input type="checkbox"/> ACTUAL COUNTS	For each Program Element in which you wish to participate, provide the number of students, by student grade level, that are eligible to receive service. To be eligible, the students must be enrolled on or before September 15, and must request (in writing) the service desired. Weight each student count as indicated and enter totals for each Program Element. If there are no requests for a service, or if a service will not be offered, please indicate nonparticipation by checking the box provided.
---	--

PROGRAM ELEMENT	STUDENT GRADE LEVEL	NUMBER OF STUDENTS	WEIGHTING FACTOR	WEIGHTED TOTAL OF
TEXTBOOKS, INDIVIDUALIZED INSTRUCTIONAL MATERIALS AND STANDARDIZED TESTS <input type="checkbox"/> NONPARTICIPATION: The nonpublic school identified above does NOT wish to participate in this program element. *All day/Everyday ONLY	PT KGN		X 0.5	
	FT KGN*		X 1.0	
	1 - 6		X 1.0	
	7 - 12		X 1.0	
TOTAL				
HEALTH SERVICES <input type="checkbox"/> NONPARTICIPATION: The nonpublic school identified above does NOT wish to participate in this program element. *All day/Everyday ONLY	PT KGN		X 0.5	
	FT KGN*		X 1.0	
	1-6		X 1.0	
	7-12		X 1.0	
TOTAL				

Guidance/Counseling (Number of Participants by Grade Level) <input type="checkbox"/> NONPARTICIPATION: The nonpublic school identified above does NOT wish to participate in this program element.	7	8	9	10	11	12	TOTAL: 7-12

CERTIFICATION

I hereby certify that the students reported above meet the conditions of eligibility as prescribed by Minnesota Statutes 123B.40 – 123B.48, and that the above school is located within a public school district in which the public schools provide the services indicated to students of the same grade levels. All of the information provided above is true and correct to the best of my belief and knowledge.

Signature – Head of School/Responsibility

Date



Accrediting Agencies Whose Schools Have Reduced Reporting Requirements

Minnesota nonpublic schools (traditional private schools or homeschools) directly accredited by any of the following organizations are eligible for reduced reporting requirements to the superintendents of the districts where their students reside, as outlined in [Minnesota Statutes 2023, section 120A.22](#), Minnesota Compulsory Instruction Law. These schools are eligible because their accrediting organization has been recognized by the Minnesota Nonpublic Education Council or the Commissioner of Education.

Please note that for purposes of Minnesota’s Compulsory Instruction Law, the accrediting organizations listed below cannot grant Minnesota recognition to other accrediting organizations with which they may have agreements or reciprocity. The Minnesota Department of Education (MDE) and the Minnesota Nonpublic Education Council have recognized these organizations only for the direct accreditation review and recognition they provide to their own schools and/or instructors. Agreements some accrediting organizations have with one another do not imply or transfer Minnesota recognition or reporting exemptions to any organization that has not directly requested and received recognition by MDE or the Minnesota Nonpublic Education Council. **In short, if the organization is not listed here, it is not recognized by the state of Minnesota for reduced reporting requirements. Likewise, local school districts may not modify state reporting requirements by creating local standards that add or delete organizations from this list.**

Even though they are exempt from some reporting requirements, schools directly accredited by the following accrediting organizations are still required by Minnesota state law to report by October 1 of each year the name, birth date and address of each child receiving instruction to the superintendent of the district in which the child resides.

Nonpublic School Accrediting Organization	Address	Other Contact Information	Expiration
Accrediting Association of Seventh Day Adventist Schools Colleges and Universities	8232 Hwy 65 NE Spring Lake Park, MN 55432	James C. Davis Jr., Superintendent Call: 763-424-8923 Email: james.davis@mnsda.com mmauck@mnsda.com Melisa Mauck, Administrative Assistant Website: Minnesota Seventh-Day Adventists	June 30, 2028
American Association of Christian Schools	3323 Jenkins Road Chattanooga, TN 37421	Dr. Jeff Walton, Executive Director Call: 423-629-4280 Email: jwalton@aacs.org info@aacs.org Website: American Association of Christian Schools	June 30, 2028
Association of Christian Schools International	2001 West Plano Parkway Suite 3600 Plano, TX 75075	Dr. Jeff Mattner ACSI Mid-America Regional Director Email: jeff_mattner@acsi.org Call: 815-282-7070 Bobbie Kelly, Accreditation Director Email: bobbie_kelly@acsi.org Website: Association of Christian Schools International	June 30, 2029
Association of Christian Teachers and Schools	911 South Parsons Avenue Suite G Brandon, FL 33511	Steve Lindquist, Director of Accreditation Call: 813-684-2024 Email: slindquist@actsschools.org kevans@actsschools.org Website: Association of Christian Teachers and Schools	June 30, 2029

Nonpublic School Accrediting Organization	Address	Other Contact Information	Expiration
Christian Schools International	99 Monroe Avenue NW, Suite 200 Grand Rapids, MI 49503	Sheryl L. Jo Director of School Improvement Call: 616-617-4361 Email: sjo@csionline.org Allison Reiffer, Accreditation Coordinator Email: are@csionline.org Call: 616-419-8224 Website: Christian Schools International	June 30, 2027
Cognia (formerly AdvancED)	Wichita State University Campus Box 142, HH105J Wichita, KS 67260-0142	Andre Harrison, Director Call: 334-322-2666 Email: andre.harrison@cognia.org Website: Cognia	June 30, 2026
Home Based Educators Accrediting Association, Inc.	P.O. Box 148 Prior Lake, MN 55372	Missy Rossing, Executive Director Call: 952-935-9234 Email: inquiry@hbeaa.org Website: Home Based Educators Accrediting Association, Inc.	June 30, 2028
Independent Schools Association of the Central States	55 West Wacker, Suite 701 Chicago, IL 60601	Andy Gilla Director of Accreditation Services Call: 312-750-1190 Email: andy@isacs.org Website: Independent Schools Association of the Central States	June 30, 2027
International Christian Accrediting Association	2448 E. 81st Street, Suite 600 Tulsa, OK 74137	Dr. Donnie Peal, Director Call: 918-493-8880 Email: donpeal@oru.edu or icaa@oru.edu Website: International Christian Accrediting Association	June 30, 2026
Middle States Association Commissions on Elementary and Secondary Schools	624 Market Street, 2 West Philadelphia, PA 19104	Daniel Rufo Associate Vice President, Accreditation Call: 267-284-5041 Email: drufo@msa-cess.org Website: www.msa-cess.org	June 30, 2027

Nonpublic School Accrediting Organization	Address	Other Contact Information	Expiration
Minnesota Nonpublic Schools Accrediting Association	205 Lexington Ave S New Prague, MN 56071	Vicki Marvin, Executive Director Call: 507-222-9205 Email: Vicki.Marvin@mnsaa.org Website: Minnesota Nonpublic Schools Accrediting Association	June 30, 2027
National Lutheran School Accreditation – The Lutheran Church Missouri Synod	International Center 1333 S. Kirkwood Road St. Louis, MO 63122	Rebecca Schmidt, Director of Schools Call: 1-800-248-1930 ext.1716 Email: Rebecca.Schmidt@lcms.org or Kristin.Freeman@lcms.org Website: The Lutheran Church Missouri Synod	June 30, 2025
Wisconsin Evangelical Lutheran Synod School Accreditation	N16 W23377 Stone Ridge Drive Waukesha, WI 53188	Paul Patterson, Executive Director Call: 414-256-3221 Email: paul.patterson@wels.net Website: Wisconsin Evangelical Lutheran Synod School Accreditation	June 30, 2028

REQUEST FORMS FOR SCHOOL YEAR 2024-25

Services must be requested by, or on behalf of, the pupil **no later than September 15, 2024**

TEXTBOOKS, STANDARDIZED TESTS AND INDIVIDUAL INSTRUCTIONAL MATERIALS:

The State of Minnesota has authorized local public school districts to loan textbooks, standardized tests and individual instructional materials to pupils attending a nonpublic school, (includes home schools), established and operating within the school district boundaries. These materials must be secular in nature, designed primarily for individual use by the pupil in a particular class or program in the school the pupil regularly attends. Please indicate by placing and "X" in the appropriate box below, whether or not you request these items this school year.

Pupil's Name _____ Grade Level: ____ Name of School _____

I do request that textbooks, standardized tests and individual instructional materials be provided on loan to the above pupil this year.

I do not wish the loan of any materials this school year.

Verification of Use: I hereby verify that the textbooks and individual instructional materials requested are to be used by the pupil named above in a course of instruction in that pupil's elementary or secondary school

Signature of Pupil, Parent or Guardian

Date

DISTRICT PUPIL HEALTH SERVICES:

The State of Minnesota has authorized local public school districts to allow pupils attending a nonpublic school, (includes home schools), established and operating within the school district boundaries, access to the existing district Pupil Health Services program. Please indicate by placing and "X" in the appropriate box below, whether or not you request these items this school year.

Pupil's Name _____ Grade Level: ____ Name of School _____

I do request that the district's Public Health Services program be made available to the above pupil this year.

I do not wish to request Pupil Health Services this school year.

Signature of Pupil, Parent or Guardian

Date

SECONDARY GUIDANCE/COUNSELING SERVICES:

The State of Minnesota has authorized local public school districts to allow pupils attending a nonpublic school, (includes home schools), established and operating within the school district boundaries, access to the existing district Secondary Pupil Guidance and Counseling Services program. Please indicate by placing and "X" in the appropriate box below, whether or not you request these items this school year.

Pupil's Name _____ Grade Level: ____ Name of School _____

I do request that the district's Secondary Pupil Guidance and Counseling Services program be made available to the above pupil this year.

I do not wish to request Secondary Pupil Guidance and Counseling Services this school year.

Signature of Pupil, Parent or Guardian

Date