



# Independent School District #1

## Aitkin Public Schools

(218) 927-2115

*"A community in continuous pursuit  
of educational excellence for all"*

**Aitkin High School and District Office**  
306 2<sup>nd</sup> St NW  
Aitkin, MN 56431

**Rippleside Elementary School**  
225 2<sup>nd</sup> Ave SW  
Aitkin, MN 56431

DAN STIFTER, Superintendent  
HEATHER HIPPI, Business Manager  
PAUL KARELIS, High School Principal  
JASON CLINE, Dean of Students  
ALEX WHITE, Activities Director  
ANDY DOKKEN, Elementary Principal  
LARA PARKIN, Community Ed. Director

Dear HomeSchool Parent(s),

Enclosed is a packet containing the following forms for the 2020-2021 School Year:

- Forms – This form is due in the District Office by **September 15<sup>th</sup>**

***Initial Registration Form for Unaccredited Nonpublic Schools (homeschools) -  
new home school parent(s) only***

***Letter of Intent to Continue to Provide Instruction- ~~previous~~ homeschool parent(s) only***

- Form **ED-01650-33-Student Report for Aids to Nonpublic Schools**

This form is due by **October 1**. **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 materials must be included to be paid. The 2020-2021 rate for textbooks, standardized tests and individualized instructional materials is \$85.59 per student.

- ***Request Form for loan of materials and use of health and guidance services from the school district.***

This form is due by September 15<sup>th</sup>.

All completed and signed forms may be mailed or returned to the **Aitkin Public Schools, District Office, ATTN. Mary Aulie, 306 2<sup>nd</sup> Street NW, Aitkin, MN 56431**. Office hours are 7:30 am - 4:00 pm. Please make copies where needed before submitting forms. If you are no longer homeschooling, please contact Mary at 218-927-7180.

Thank you.

Mr. Daniel J. Stifter  
Superintendent of Schools





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ALEX WHITE, Activities Director  
ANDY DOKKEN, Elementary Principal  
LARA PARKIN, Community Ed. Director

August 5, 2020

Dear Families,

The Aitkin Public Schools want to extend our appreciation for your commitment to your child's education. We are here to provide services for all school-aged children in the Aitkin community to the extent that a family chooses. We, as a school district, are working harder to provide support to our families that value a home-based education. The world of education is changing rapidly with the movement to common-core standards and assessment. Just know that we are a resource for you.

We want to emphasize the legislation that all students must be assessed with a standardized assessment and formal records maintained. We do not need these records unless you plan to graduate with an Aitkin High School Diploma. The State Graduation Assessment for a High School diploma that we are required to offer is the ACT and this is available to all High School Juniors.

Enclosed is a quick review of assessments we do at the Aitkin Public Schools if you would like to participate. More information about assessment may be found at <http://home.isd1.org/teaching-and-learning.html> or <http://education.state.mn.us/MDE/dse/test/>

Feel free to leave a message at 218-927-2115 ext. 3420 or email me at [dstifter@isd1.org](mailto:dstifter@isd1.org).

Thank you for your time and commitment to education.

Sincerely,

Dan Stifter, Superintendent

Aitkin Public Schools

We Are ISD #1





## 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. 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 has successfully completed a teacher competency examination.
- 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](#).

## Accreditation

Is the nonpublic school accredited by an accrediting agency recognized by the Minnesota Nonpublic Education Council? If yes, please complete the table below.  Yes  No

Name of Accrediting Agency	Dates of Accreditation Term

## 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. Iowa Test of Basic Skills, Iowa Tests of Education Development and Stanford Achievement Tests are available from the [University of Minnesota Statewide Testing Program](#), (612) 626-0006. High school students may also consider the [ACT](#) college admissions test.

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
Iowa Test of Basic Skills (ITBS), Grades K-8					
Iowa Tests of Educational Development (ITED), Grades 9-12					
Stanford Achievement Test (SAT-10), Grades K-12					
Other:					

### 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

Print Name of Person Submitting this Letter: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_





Nationally Normed Achievement Test	Student Name	How will the text 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
Iowa Test of Basic Skills (ITBS), Grades K-8					
Iowa Tests of Educational Development (ITED), Grades 9-12					
Stanford Achievement Test (SAT-10), Grades K-12					
Other:					

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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.

Print Name of Person Submitting this Letter: \_\_\_\_\_

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/yyyy): \_\_\_\_\_

Date Initial Registration Form was filed with this School District (mm/dd/yyyy): \_\_\_\_\_

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.
The proposed annual nationally normed achievement-testing plan for one or more students has changed.
Student is now in 7th grade and/or age 12.
I have discontinued instructing student(s) previously reported.
My primary instructor qualifications changed.
My primary or secondary instructor contact information changed.
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.

**New Student(s) or Updated Student Information**

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

**Student(s) No Longer Instructed**

Student(s) Full Legal Name	Date of Birth (mm/dd/yyyy)	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	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), assesment(s) or examination plan, the administration and the location of the examination. Iowa Test of Basic Skills, Iowa Tests of Education Development and Stanford Achievement Tests are available from the [University of Minnesota Statewide Testing Program](#), (612) 626-0006. High school students may also consider the [ACT](#) college admissions test.



Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266

## STUDENT REPORT FOR AIDS TO NONPUBLIC STUDENTS

ED-01650-33  
DUE: 10/15/2020

**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, 2020**. 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, 2020**. **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):  
 ESTIMATED COUNTS  
 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 ELIGIBLE STUDENTS
<p style="text-align: center;"><b>TEXTBOOKS, INDIVIDUALIZED INSTRUCTIONAL MATERIALS AND STANDARDIZED TESTS</b></p> <p style="text-align: center;"><input type="checkbox"/> <b>NONPARTICIPATION:</b> The nonpublic school identified above does <b>NOT</b> wish to participate in this program element.</p> <p style="text-align: center;">*All day/Everyday ONLY</p>	PT KGN		X 0.5	
	FT KGN*		X 1.0	
	1 - 6		X 1.0	
	7 - 12		X 1.0	
	<b>TOTAL</b>			
<p style="text-align: center;"><b>HEALTH SERVICES</b></p> <p style="text-align: center;"><input type="checkbox"/> <b>NONPARTICIPATION:</b> The nonpublic school identified above does <b>NOT</b> wish to participate in this program element.</p> <p style="text-align: center;">*All day/Everyday ONLY</p>	PT KGN		X 0.5	
	FT KGN*		X 1.0	
	1-6		X 1.0	
	7-12		X 1.0	
	<b>TOTAL</b>			

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





## Memorandum

**Please pass this to your district administrator for nonpublic pupil aids**

**To:** School District Superintendents

**From:** Greg Sogaard, Education Finance Specialist, Division of School Finance

**Date:** January 30, 2020

**Subject:** Nonpublic Pupil Aids; Promulgation of Fiscal Year 2021 Program Rates of Entitlement and Pupil Reporting Procedure

**Reference:** (a) Minnesota Rules, chapter 3540.  
(b) Minnesota Statutes, sections 123B.40-123B.48, as amended by Laws of Minnesota 2019, First Special Session, chapter 11, article 1, sections 2 and 3.

1. **Information:** In accordance with the procedures set forth in reference (a), public school districts are reimbursed for expenditures incurred in providing pupils the instructional materials and pupil support services required by reference (b), when those pupils are attending a nonpublic school (includes home schools), which are established and operating within the district's boundaries. Please note that the 2019 E-12 Education Law expands the definition of "textbook" to include teacher's edition, teacher's guide, or other materials that accompany a textbook that a pupil uses when the teacher's edition, teacher's guide, or other teacher materials are packaged physically or electronically with textbooks for student use, and also expands the definition of "individualized instructional or cooperative learning materials" to include teacher materials that accompany materials that a pupil uses.
2. **Purpose:** The purpose of this letter is to promulgate the fiscal year 2021 rates of entitlement.
3. **Authorized Rates of Entitlement:**
  - a. The authorized rates of entitlement per eligible pupil to be used in computing district allotments for nonpublic pupil aids for school year 2020-21 are as follows:

Textbooks, Standardized Tests, and Individualized Instructional Materials	\$85.59
Pupil Health Services	\$83.63
Secondary Pupil Guidance and Counseling Services	\$279.36
  - b. Rates may be readjusted on or about October 15 when the actual appropriation and program participation figures are known.
4. **Pupil Reporting Procedure:** The following procedure applies to all nonpublic pupils, including those attending "home schools."
  - a. **Pupil Requests:** The Pupil Request Forms should be duplicated and forwarded to the nonpublic school administrator for distribution to the students at the beginning of the school year. These

Request Forms must be completed and filed on behalf of the student sometime after school starts in the fall but no later than **September 15, 2020**.

- b. **Student Report** (ED-01650-33): Pupil Requests, signed on or before the September 15 deadline, must be summarized by the nonpublic school (or home school) officials on the *Student Report Form* ED-01650-33 and submitted to the public school district by **October 1, 2020**.
  - c. **District Report**: The district shall forward the *Program Report for Nonpublic Aids* with a copy of the *Student Report* (ED-01650-33) received from each of the nonpublic schools (or home schools) attached, to the department by **October 15, 2020**.
5. **Deadlines**: The importance of the timely submission of program data cannot be overemphasized.
- a. A parent's request for services or materials made after the September 15 deadline is not eligible for reimbursement. However, the late administrative reporting of an eligible request, properly executed, may be accommodated under extenuating circumstances if approved by the department.
  - b. Accurate and complete reporting on the dates specified is essential to the effective administration of this program. Advance payments for district reports received by October 15, 2020, will be made on November 30, 2020.



**2020-21 PROGRAM REPORT FOR NONPUBLIC PUPIL AIDS**

**TO:** Minnesota Department of Education  
Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113

**FROM:** Superintendent

District Name and Number: Aitkin Public Schools  
0001

**DATE:** 2-19-2020

**SUBJECT:** Nonpublic Pupil Aids

The enclosed Pupil Reports (ED-01650-33) from the nonpublic schools and home schools in this district, showing the **actual** count of nonpublic pupils eligible to receive nonpublic materials and pupil support services during the 2020-21 school year, are forwarded for the computation of the Nonpublic Pupil Aids that may be authorized by this district.

In addition to the loan of textbooks, standardized tests, and individualized instructional materials; the following district pupil support service programs are available in the district.

Pupil Support Service

District Program

Is Available

Does Not Exist

Health Services

Secondary Guidance/  
Counseling Service

  
\_\_\_\_\_  
Signature of Superintendent

2-19-2020  
\_\_\_\_\_  
Date

Enclosures



**REQUEST FORM FOR  
TEXTBOOKS, STANDARDIZED TESTS, AND  
INDIVIDUAL INSTRUCTIONAL MATERIALS**

**School Year Ending June 2021**

The State of Minnesota has authorized local public school districts to loan textbooks, standardized tests, and individualized 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, and must be requested by, or on behalf of, the pupil **no later than** SEPTEMBER 15, 2020.

Please indicate, by placing an "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 individualized instructional materials be provided on loan to the above pupil this school year.

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

**Verification of Use:** I hereby verify that the textbooks and individualized instructional material 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

**PLEASE RETURN SIGNED FORMS TO THE NONPUBLIC SCHOOL WHEN COMPLETED.**



**REQUEST FORM FOR  
DISTRICT PUPIL HEALTH SERVICES**

**School Year Ending June 2021**

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. These services must be requested by, or on behalf of, the pupil **no later than SEPTEMBER 15, 2020.**

Please indicate, by placing an "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 Pupil Health Services program be made available to the above pupil this school year.

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

\_\_\_\_\_  
Signature of Pupil, Parent, or Guardian

\_\_\_\_\_  
Date

**PLEASE RETURN SIGNED FORMS TO THE NONPUBLIC SCHOOL WHEN COMPLETED.**



**REQUEST FORM FOR  
DISTRICT SECONDARY GUIDANCE/COUNSELING SERVICES**

**School Year Ending June 2021**

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. These services must be requested by, or on behalf of, the pupil **no later than SEPTEMBER 15, 2020.**

Please indicate, by placing an "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 school year.
- I **do not** wish to request Secondary Pupil Guidance and Counseling Services this school year.

\_\_\_\_\_  
Signature of Pupil, Parent, or Guardian

\_\_\_\_\_  
Date

**PLEASE RETURN SIGNED FORMS TO THE NONPUBLIC SCHOOL WHEN COMPLETED.**

