

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. (*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/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), 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 will the text be administered and who will be the administrator	Test Location	DISTRICT USE	DISTRICT USE
				Superintendent AGREES to this plan for the student(s) in the years specified	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.

Print Name of Person Submitting this Letter: _____

Signature: _____

Date: _____

Dear Parent(s) or Guardian(s):

The nonpublic school, including home school, in which your child attends is located within the district boundaries of Buffalo-Hanover-Montrose School District (BHM). Per the Individuals with Disabilities Education Improvement Act (IDEIA), BHM Schools is therefore responsible for locating, identifying, and offering educational services to students with disabilities.

The purpose of this memo is to notify you of two possibilities:

1) If your child was previously evaluated by a Minnesota school district and found to be eligible for special education services and received services on an Individualized Education Program plan (IEP), BHM Schools stands ready to offer and provide special education services and related services. If you would like to pursue these services, please contact BHM Schools' Assistant Director of Special Services for next steps.

2) If you have concerns with your child's academic performance, communication, health or physical status, cognitive functioning, social/emotional or behavioral skills, motor skills, or functional skills, you may seek an evaluation through the BHM School District Special Services Department. A team will meet to review this request and will follow up with a proposal. If an evaluation is proposed it will be designed to determine whether or not your child has an educational disability as defined by eligibility criteria in Minnesota Rules 3525. For children who are found eligible to receive special education services, parents will be invited to participate on a planning team that will review the information and propose services.

If either of these options pertain to you or if you need more information, we would be happy to be a resource to you. Please let us, or your nonpublic school team, know if you have questions.

Sincerely,

Amy Ernst
Director of Special Services 763.682.8721

Tessa Newby
Assistant Director of Special Services 763.682.8720