



# **Form A: Annual Competent Private Instruction Report**

OFFICIAL IOWA DEPARTMENT OF EDUCATION FORM:  
REQUIRED FOR PARENT, GUARDIAN, OR CUSTODIAN OF CPI  
STUDENT UNDER OPTION 1, OPTION 2 WITH DUAL  
ENROLLMENT, OR OPTION 2 WITH OPTIONAL REPORTING

DUE ANNUALLY BY SEPTEMBER 1 (OR WITHIN 14 DAYS OF  
WITHDRAWING FROM COMPETENT PRIVATE INSTRUCTION)

# Instructions

*Parents, guardians, and custodians, please read the following instructions carefully before completing the form to ensure it is completed correctly. It is important to note that Form A must be completed annually for each student wishing to dual enroll.*

*School districts, please see the instructions on page 6.*

## Parents, Guardians, or Custodians

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

- Is of compulsory attendance age;
- Does not attend an Iowa public school or accredited nonpublic school; and
- Wishes to enroll or be enrolled in CPI under Option 1, Option 2 with dual enrollment, or Option 2 with optional reporting (Iowa Code § 299.4; 281—IAC 31.2(1)).

## Form Submission Requirements

A parent, guardian, or custodian enrolling a student in:

- CPI under Option 1 (CPI provided or supervised by a licensed practitioner, which includes home school assistance program [HSAP]) *must* submit two copies of Form A to the resident school district and notify the district of the intended dual enrollment (if applicable) by September 1 and, if intending to enroll in the district's HSAP, must notify the district of the student's planned enrollment by September 15.
- CPI under Option 2 (CPI by a parent, guardian, or custodian) *may* submit two copies of Form A to the resident school district by September 1 or within 14 days of withdrawing the student to engage in homeschool instruction.
- CPI under Option 2 and electing dual enrollment *must* submit two copies of Form A to the resident school district and notify the district of the intended dual enrollment by September 1 (or within 14 days of withdrawing the student to engage in homeschool instruction).
- CPI under Option 2 without dual enrollment and without optional reporting *does not complete* Form A, as it is not applicable.
- Independent Private Instruction (IPI) *does not complete* Form A, as it is not applicable.

Please also note the following regarding submission:

- *Please do not send a copy of Form A to the Department of Education.*
- *New Form Required for Resident District Change:* If you change your resident district during the school year, you must also complete this form for your new resident district.
- *September 1 Deadline Exception:* If the parent, guardian, or custodian decides after the September 1 deadline that they wish to provide CPI, they must file Form A no later than 14 calendar days (for a minimally completed form) and 30 calendar days (for a fully completed form) after the student has been moved or removed from an Iowa accredited school (281—IAC 31.2(2)). Families need to know *that the deadline is imposed for funding purposes and that waiting to sign up for dual enrollment close to the deadline may mean that the desired class is full. Families are urged to let districts know as soon as possible if they want to dual enroll.*
- *September 15 Deadline Exception:* If the 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 in the resident district's HSAP (if offered). If the HSAP is at capacity for supporting students, they may decline requests made after the deadline.

## Annual Family Educational Rights and Privacy Act (FERPA) Notification

Please review the FERPA notification letter from the district regarding your rights related to educational records (including Form A) and return to the school district.

## Form Content

Form A is designed to allow a parent, guardian, or custodian to provide all required CPI reporting information (items 1-8), including indicating if their student wishes to participate in optional district services (optional items 9-11).

Item	Description	Applicability	Notes and Requirements
1. Current School Year Information	Asks for the current school year.	<i>Required for all CPI families.</i>	Only one student per form.  The form is only valid for the current school year.
2. Student Information	Asks for your student's full legal name, street address, date of birth, and grade level for the current year.	<i>Required for all CPI families.</i>	Only one student per form.
3. Filer Information	Asks for the filer's full legal name, relationship to the student, address (if different from the address already provided), and phone number (optional).	<i>Required for all CPI families.</i>	Only one student per form.
4. Immunization Evidence or Notarized Exemption Waiver	Asks whether the filer has filed a Form A before (Yes/No). <ul style="list-style-type: none"> <li>If yes, you must attach evidence of student immunization or, in lieu of such evidence, a doctor's statement or an affidavit of religious exemption.</li> </ul>	<i>Required for all first-time filers</i> (includes those filing for a student being dually enrolled or enrolled in an HSAP).	The affidavit must be consistent with Iowa Code section 139A.8. Such a document is available <a href="#">here</a> or by calling the Iowa Department of Public Health's Immunization Bureau at 1-800-831-6293.
5. Instructional Program Information	Provides a table to outline your student's course of study and requests lesson plan attachments for each subject area.	<i>Required for all CPI families.</i>	Lesson plans may be accepted for the entire year or for shorter periods of time. The lessons should show evidence of planning.  Please note that further instructional plan detail must be provided within 30 days of filing Form A.

Item	Description	Applicability	Notes and Requirements
6. Number of CPI Instructional Days	Asks for the number of CPI instructional days for the academic year, which must be at least 148 school days per school year unless the exception applies (see the row's notes).	<i>Required for all CPI families.</i>	The number provided must be at least 148 school days per school year (Iowa Code § 299A.1(2)"a") unless your student was enrolled in a public or accredited nonpublic school during the current academic year, then transitioned to homeschooling. In this case, the number provided should be the number of days remaining of the 148 school days after subtracting the number of days the student was in attendance in the school.
7. Iowa Licensed Instructor or CPI Supervisor Information	Asks whether you wish to enroll your student under Option 1 (CPI provided or supervised by a licensed practitioner) (Yes/No) <ul style="list-style-type: none"> <li>If yes, you must provide the appropriately Iowa-licensed teacher's name, address, and folder number. The teacher's signature and phone number are optional.</li> </ul>	<i>Required for all CPI families.</i>	If the family has a person other than the student's parent, guardian, or custodian providing or supervising the student's instruction, this individual must hold a valid Iowa teaching license appropriate to the age and grade of the child. The school district will check the licensure of this person by visiting the Iowa Board of Educational Examiners website or by calling 1-515-281-3245.
8. Participation in Special Education Services and/or Dual Enrollment	Asks whether your student wishes to participate in special education programs or services and/or academic and/or extracurricular activities in your local district (Yes/No)	<i>Required for all CPI families.</i>	Is dual enrollment required for your student to access: <ul style="list-style-type: none"> <li>District-provided driver's education? No (Iowa Code § 321.178).</li> <li>The annual standardized assessment at no cost to you? No (Iowa Code § 299A.4).</li> <li>Special education programs or services? Yes.</li> <li>Academic and/or extracurricular activities in your local district? Yes.</li> </ul>

Item	Description	Applicability	Notes and Requirements
9. Special Education Services and Programs	<p>Asks whether:</p> <ul style="list-style-type: none"> <li>Your student is currently identified as a student requiring special education (Yes/No)</li> <li>You consent to the initial evaluation or reevaluation of your student to receive special education services or programs (Yes/No)</li> </ul>	<i>Required if you answered "Yes" to #8.</i>	<ul style="list-style-type: none"> <li>Your student must be dual enrolled to access special education services (see #10).</li> <li>A CPI student of compulsory attendance age identified as requiring special education under chapter 256B is eligible for placement under CPI with prior approval of the placement by the director of special education of the resident AEA's special education director. However, if you do not consent to the student's initial evaluation or reevaluation to receive special education services or programs, it is not required.</li> <li><i>Special Note:</i> Responding "yes" to these questions does not automatically qualify the child for special education services, nor does it replace any special education forms used to determine eligibility for special education. This is a parent's acknowledgment that they desire to continue with special education services and understand that they will have to work within IDEA guidelines.</li> </ul>
10. Dual Enrollment	<p>Asks whether you desire dual enrollment for your student. (Yes/No)</p> <ul style="list-style-type: none"> <li>If yes, indicate which type(s) of dual enrollment you desire.</li> <li>If you want your student dually enrolled in a course or activity, the course or activity needs to be listed.</li> </ul>	<p><i>Required if you answered "Yes" to #8 and your student wishes to:</i></p> <ul style="list-style-type: none"> <li>Dual enroll in an academic course or extracurricular activity,</li> <li>Receive available texts or supplemental instructional materials, or</li> <li>Dual enroll to access special education programs or services.</li> </ul>	<p>Students who are dually enrolled:</p> <ul style="list-style-type: none"> <li>May participate in coursework or activities on the same basis as regularly enrolled students.</li> <li>For participation in extracurricular activities are expected to meet the <a href="#">related eligibility requirements</a> and those established by the local school district.</li> </ul> <p>The deadline for dual enrollment is September 1 if the parents, guardians, or custodians begin CPI at the start of the school year, 14 calendar days after moving, or 14 calendar days after withdrawing from school. <i>The district may deny dual enrollment if the request is after the deadline.</i></p>

Item	Description	Applicability	Notes and Requirements
11. Home School Assistance Program	Asks whether you desire to enroll in a home school assistance program if offered (Yes/No)	<i>Optional</i> unless your student wishes to participate in district courses or activities. The student must be dually and HSAP enrolled.	School districts are not required to offer a home school assistance program. If your local school district has a program, an Iowa-licensed teacher who is hired by the school district will supervise your student's instruction.
Parent, Guardian, or Custodian Signature*	Sign and date the form.	<i>Required for all CPI families.</i>	

### School Districts

A school district must:

- When Form A is requested, provide parents, guardians, and custodians with the FERPA notification letter that includes a copy of the district's policy regarding student directory information.
- Determine what directory information is and who the local contact is.
- Check that both copies of Form A for completion, including checking the licensure of the CPI Option 1 instructor by visiting the [Iowa Board of Educational Examiners website](#) or by calling 1-515-281-3245.
- Once confirmed complete, keep one copy of Form A on file and forward the other copy to the AEA's secretary.

# Form A: Annual Competent Private Instruction Report

Official Department Form: Required for Parent, Guardian, or Custodian of CPI Student Under Option 1, Option 2 With Dual Enrollment, or Option 2 With Optional Reporting

Due Annually by September 1 (Or Within 14 Days of Withdrawing From Competent Private Instruction)

Please review all instructions before completing.

Please note that this form is only valid for one student and for the current school year.

## Form A

All questions indicated with a red asterisk (\*) are required.

### 1. Current School Year Information

Current School Year\* \_\_\_\_\_

### 2. Student Information

Student Full Name\* \_\_\_\_\_

Student Date of Birth (dd/mm/yyyy)\* \_\_\_\_\_ Grade Level for Current School Year\* \_\_\_\_\_

Student Address (Street, City, State, Zip)\* \_\_\_\_\_

### 3. Filer Information

Filer Full Name\* \_\_\_\_\_

Filer Address (Street, City, State, Zip; if Different from #1)\* \_\_\_\_\_

Phone (000-000-0000) \_\_\_\_\_ Are you the parent, guardian, or custodian?\* ☐ Yes ☐ No

### 4. Immunization Evidence or Notarized Exemption Waiver

Is this your first time filing this form?\* *Proof of vaccination is required for all students receiving CPI without the Private Instruction Exemption, including those dually enrolled in their resident district or enrolled in a homeschool assistance program (HSAP).*

☐ Yes (must attach immunization information or a notarized exemption) ☐ No

### 5. Instructional Program Information

Use the table on the following page to outline the course of study (attaching additional subjects and related textbook information, as necessary) and attach each subject's lesson plan on a separate page.\*

*Please note that further instructional plan detail must be provided within 30 days of filing Form A.*

All questions indicated with a red asterisk (\*) are required.

Subject	Title of Text	Text Publisher or Author	Time Spent on Subject

## 6. Number of CPI Instructional Days

What number of CPI instructional days will be provided? *\* This number must be at least 148 days per academic year or 148 days less the days attended in the local district* \_\_\_\_\_

## 7. Licensed Instructor or CPI Supervisor Information

Do you wish to enroll your student under Option 1 – CPI provided or supervised by a licensed practitioner, which includes participating in a home school assistance program (HSAP)? *\**

☐ Yes (must provide the teacher's name, folder number, and address below) ☐ No (*skip to #8*)

Teacher Full Name *\** \_\_\_\_\_ Folder Number *\** \_\_\_\_\_

Teacher Address (Street, City, State, Zip) *\** \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Phone (000-000-0000) \_\_\_\_\_

## 8. Participation in Special Education Services and/or Dual Enrollment

Do you wish for your student to participate in special education programs or services and/or dual enroll at your resident district for academic or extracurricular activities? *\** Please note the following regarding access to driver's education, annual assessment, special education, and academic and extracurricular activities:

- *Driver's Education and Annual Assessment:* It is not necessary to dual enroll your student to access district-provided driver's education or have your student's annual standardized assessment provided at no cost to you (Iowa Code §§ 321.178 & 299A.4).
- *Special Education and Academic and Extracurricular Activities:* If you want your student to continue to access special education programs or services and/or participate in any academic or extracurricular activities in your local school district, complete #8 and #9.

☐ Yes (must complete #9 and #10) ☐ No (*sign and return to resident district*)

## 9. Special Education Services and Programs

- Is the student currently identified as a student requiring special education under the special education rules? *\**  
Yes ☐ No

All questions indicated with a red asterisk (\*) are required.

- b. Do you consent to an initial evaluation or reevaluation of your student so they may receive special education services or programs?\*
- ☐ Yes ☐ No

## 10. Dual Enrollment

- a. Do you wish to dual enroll your student in the public district?\*
- ☐ Yes ☐ No (*sign and return to resident district*)
- b. Which areas does your student wish to dual enroll in (check all that apply)?\*
- ☐ Special education programs or services
- ☐ Academic course(s) (must complete 10.c.)
- ☐ Extracurricular activity(ies) (must complete 10.c.)
- c. Use the following table to indicate which subject(s) or activity(ies) your student wishes to dual enroll in.\*

1st Semester	2nd Semester

## 11. Home School Assistance Program

Do you want to enroll in a home school assistance program if offered?\*

- ☐ Yes ☐ No

**Parent, Guardian, or Custodian Signature\***

\_\_\_\_\_  
Parent, Guardian, or Custodian Signature

\_\_\_\_\_  
Date