

Suggestions for Completing “Initial Report to Superintendent” Form

Parents must submit their “Initial” intent to homeschool in writing to the office of the school district in which they live. Families can start homeschooling at any time they wish, but to avoid truancy this form must be submitted no later than 15 days after a child who is age seven by October 1st through age 16 stops attending a school.

- **“School District Name” and “ISD#”:** Enter the name and Independent School District (ISD) number of the school district where you live, even if your child had been attending a school in a different school district, as this form must be submitted to your local school district office.
- **“Parent(s)* Name”, “Date”, and “Address”:** Enter the name and address of the person providing instruction. Typically, this is the parent. Enter the date this form was completed. (* A person providing instruction who is not the parent as defined in [MS § 120A.22](#) subd. 3 must attach evidence of one of the qualifications outlined in [MS § 120A.22](#) subd. 10.)
- **“Names and Dates-of-Birth of Children ...”:** List only those children you intend to homeschool who are age seven by October 1st through age 16. Please read the additional reporting requirements for children 17 years of age and up on the “Minnesota Homeschool Laws” page of our website. Families are NOT required to list children who are under the age of seven by October 1st even if those children were previously attending a public school.
- **“Immunization Information”:**
 - If the school district listed on this form does not have this information, attach each child’s immunization records, or if you’ve chosen not to immunize your children, attach this notarized [Minnesota Conscientious Exemption to Vaccination](#) form, and check the “Attached” box.
 - If this school district already has either the immunization records or a notarized statement from you of conscientious exemption to immunizations for these children, check the “On File” box.
- **“Assessment of Performance”**, write the name of the nationally norm-referenced standardized achievement test you intend to use. If you decide to use the California Achievement Test (CAT) we often recommend, entering “CAT” should be sufficient. If requested by the school district, you may also be required to provide the name of the person administering this test to your children, and the test location.
- **Document Receipt by the School District:** Make a photocopy of this completed form and be sure to document it was received by your local school district office (not the school your child was attending). Documentation of delivery can be achieved by any one of the following:
 - Deliver the original form in person to the school district office and either request that they date-stamp your copy, or record on your copy the name of the person you submitted this form to (with their signature, if they’re willing), along with the date and time it was submitted.
 - Scan and email this form to the school district office and require that they reply with confirmation of their receipt of this form.
 - Mail this form to the school district office via USPS with a “Signature Confirmation” or “Certified Mail” service. (There are fees for these services.)

Be sure to save this documentation in your files just in case your submission of this form is questioned.

Suggestions for Completing “Letter of Intent to Continue Homeschooling” Form

When is a “Letter of Intent to Continue Homeschooling” form required to be submitted by a family to the school district office in which they live?

1. By October 1st each year after you submitted an “Initial Report to Superintendent” form.
2. Mid-year to add another child who will be homeschooled and is age seven through 16. This must be submitted within 15 days of their withdrawal from a school.

Families are not required to submit this form for a child who was not enrolled in a school and turned seven years old mid-year, until the following October 1st.

This form is completed similarly as the “Initial Report to Superintendent” form and has two purposes:

- Confirms each year that you are still homeschooling your children.
- Reports any changes since the previous reporting form was submitted. For example:
 - Add the name and date-of-birth of a child who will be homeschooled and was not listed on a prior reporting form, e.g.:
 - Who turned seven years of age since October 1st.
 - Who will start homeschooling mid-year and is age seven (since October 1st) through 16.
 - Who is older than age 16 and wishes to continue to access educational opportunities (e.g., PSEO), or other “school” opportunities and services (e.g., participate in sports at their local school).
 - Update immunization information.
 - You decide to use a different nationally norm-referenced standardized achievement test than was reported previously.

If there are no changes from the prior reporting form, just complete the top part of this “Letter of Intent to Continue Homeschooling” form prior to submission.

Make a photocopy of this completed form and be sure to document that it was received by your local school district office, as described above for the “Initial Report to Superintendent” form.