



## Letter of Intent to Continue to Provide Instruction

Submit a Letter of Intent to Continue to Provide Instruction to the superintendent's office in the school district where the parent/legal guardian resides. **Do NOT mail to the Minnesota Department of Education.** Complete the information using this form or a written or electronic format of your choice. **Information in the Letter of Intent must be submitted by October 1 of each year after a Full Report has been filed in the same district. If you have moved, you must file a new Full Report.**

**Date of Letter of Intent to Continue to Provide Instruction:  
Date Full Report was filed with this School District:**

**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 Full Report or communicated in a previous Letter of Intent to Continue to Provide Instruction.
- I DO** have changes to information provided in the Full Report, and so have updated the information as follows:
  - I have discontinued instructing student(s) previously reported. *(Update 'Student(s) No Longer Being Instructed' on page 2 of this form.)*
  - I have added students or student contact information has changed. *(Update 'New Students' on page 2 and 'Proposed Testing Plan' on page 3. Attach immunization records or notarized conscientious objection statement.)*
  - 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. *(Provide name of accrediting organization and dates of accreditation term):*
  - My primary instructor qualifications changed. *(Explain and attach documentation as required in the Full Report.)*
  - My primary or secondary instructor contact information changed. *(Update 'Instructor Contact Information' on page 2.)*
  - 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 7<sup>th</sup> grade and/or age 12. *(Provide student's name and date of birth below. Attach updated immunization records or notarized conscientious objection statement.)*  
 Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Person Submitting this Letter**  
**Print Name**

**Signature**

**Instructor Contact Information** *(Note: A family move to a different district requires a new Full Report.)*

Full Legal Name (Last, First, Middle)	Street Address	Phone Number (including area code)	E-mail Address
Primary Instructor			
Secondary Instructor (if any)			

**Student(s) No Longer Being Instructed**

Full Legal Name (Last, First, Middle)	Date of Birth (mm/dd/yyyy)	Full Legal Name (Last, First, Middle)	Date of Birth (mm/dd/yyyy)

**New Student(s)** *(Attach immunization records or notarized conscientious objection statement.)*

Full Legal Name (Last, First Middle)	Date of Birth (mm/dd/yyyy)	Grade Level (optional)	Street Address

**Proposed Testing Plan for New Students and Proposed Revisions for Existing Students.**

Superintendent must mutually agree. Iowa Test of Basic Skills and Stanford Achievement tests are available from University of Minnesota Statewide Testing Program, (612) 626-1803. High school students may also consider the ACT college entrance exam online.

Full Name and Level of Nationally Normed Achievement Test	To Be Administered to the Following Students in Indicated School Year (s):	Name of Test Administrator	Test Location	DISTRICT USE <i>Superintendent Agrees to this plan for students in years specified</i>	DISTRICT USE <i>Superintendent DOES NOT AGREE: contact instructor immediately</i>
Iowa Test of Basic Skills, Grades K-2 (ITBS)				<input type="checkbox"/>	<input type="checkbox"/>
Iowa Tests of Basic Skills, Grades 3-8 (ITBS)				<input type="checkbox"/>	<input type="checkbox"/>
Iowa Tests of Educational Development, Grades 9-12 (ITED)				<input type="checkbox"/>	<input type="checkbox"/>
Stanford Achievement Test, Grades K-2 (SAT)				<input type="checkbox"/>	<input type="checkbox"/>
Stanford Achievement Test, Grades 3-8 (SAT)				<input type="checkbox"/>	<input type="checkbox"/>
Stanford Achievement Test, Grades 9-12 (SAT)				<input type="checkbox"/>	<input type="checkbox"/>
Other:				<input type="checkbox"/>	<input type="checkbox"/>