



## Letter of Intent to Continue to Provide Instruction (for ISD 196)

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.** Submit forms to: Lisa Coan, District 196 Community Education, 15180 Canada Avenue, Rosemount, MN 55068; or email to [Lisa.Coan@district196.org](mailto:Lisa.Coan@district196.org); or fax to (651) 423-7770.

**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.

<b>Full Name and Level of Nationally Normed Achievement Test</b>	<b>To Be Administered to the Following Students in Indicated School Year (s):</b>	<b>Name of Test Administrator</b>	<b>Test Location</b>	<b>DISTRICT USE</b> <i>Superintendent Agrees to this plan for students in years specified</i>	<b>DISTRICT USE</b> <i>Superintendent DOES NOT AGREE: contact instructor immediately</i>
Iowa Test of Basic Skills, grades K-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-12 (SAT)				<input type="checkbox"/>	<input type="checkbox"/>
Terra Nova, grades K-12				<input type="checkbox"/>	<input type="checkbox"/>
California Achievement grades K-12 (CAT)				<input type="checkbox"/>	<input type="checkbox"/>
Peabody grades K-12 (PIAT-R)				<input type="checkbox"/>	<input type="checkbox"/>
Other (dist. Approved):				<input type="checkbox"/>	<input type="checkbox"/>

Please Submit to: Lisa Coan  
 Dist. 196 Community Education  
 15180 Canada Avenue  
 Rosemount, MN 55068

(or) [Lisa.Coan@district196.org](mailto:Lisa.Coan@district196.org)  
 Fax (651) 423-7770

### **Acceptable Nationally Normed Tests for Independent School District 196**

1. California Achievement Test **(CAT)** grades k-12
2. Comprehensive Test of Basic Skills **(Terra-Nova)** grades K-12
3. Iowa Test of Basic Skills **(ITBS)** grades k—8
4. Iowa Test of Educational Development **(ITED)** grades 9-12
5. Peabody Individual Achievement Test **(PIAT-R)** grades K-12
6. Stanford Achievement Test **(SAT)** grades K-12
7. Measures of Academic Progress **(MAP)**
8. Wechsler or Wais tests (gifted students)
9. Woodcock-Johnson Achievement Test grade k-12

Minnesota Statutes, section 120A.22 states nationally normed achievement tests must be given annually to students in unaccredited homeschools. The above is a list of approved tests to choose from for Independent School District 196.