



Homeschool Basics Fact Sheet 2: Reporting Requirements Unrelated to Assessment

Reporting Requirements That Apply to All; Most Families Have Additional Requirements

Minnesota Statutes, section 120A.22 requires the person in charge of providing instruction to a child to submit the following information to the superintendent of the district in which the child resides by October 1 every year:

- **Name**
- **Birth Date**
- **Address**

Most homeschools have further requirements. Always refer to the law to guide you on the specifics for your family.

Homeschools may report this information on the Department of Education Compulsory Instruction Form or use their own format or one that a homeschooling networking group has created. Provide it to your local school superintendent by October 1 or, if you begin homeschooling mid-year, as soon as possible.

Two Variables Impact How Much More Reporting to Districts is Required

Minnesota Statutes, section 120A.22 uses two factors that vary the amount of information that must be provided by homeschool families to their local district superintendents. These variables are:

- The education and/or credentials of the parent who is the primary instructor; and
- Whether or not the homeschool is accredited by an accrediting organization that has been recognized by the Minnesota Nonpublic Education Council or the Commissioner of Education.

Reduced Reporting Requirements for Homeschools Accredited by Minnesota State-Recognized Accrediting Agencies

Many school accrediting organizations exist throughout the nation. However, for purposes of Minnesota Compulsory Attendance reporting and testing requirements, and as of September 2010, only two accrediting organizations have applied for and received recognition by the Minnesota Nonpublic Education Council. They are:

Teaching Education and Character at Home (TEACH)
10250 Jody Ave. N.
Stillwater, MN 55082
Phone: 651-762-5600
E-mail: teach@mcg.net

Home Based Educator Accrediting Association (HBEAA)
10540 Beard Ave. S.

Bloomington, MN 55431
Call: 952-935-9234
E-mail: hbeaaoffice@gmail.com

Minnesota state recognition of TEACH, for purposes of the Compulsory Instruction Law, expires July 1, 2011. Minnesota state recognition of HBEAA, for purposes of the Compulsory Instruction Law, expires July 1, 2013.

Homeschools that are currently and directly accredited by one of these groups need only report to local school districts on the name, birthdate, address and immunizations of the homeschooled students. They do not need to report testing information, instructor qualifications or calendars.

Neither the Minnesota Department of Education nor the Minnesota Nonpublic Education Council reviews, recognizes or accredits curriculum options such as private online learning materials developed for homeschools.

Report Instructor Qualifications to Your Local District

Unless your homeschool is directly and currently accredited by a Minnesota state recognized accrediting agency, Minnesota Statutes, section 120A.22 requires you to submit instructor qualifications as they pertain to parameters in the Compulsory Instruction Law. To do this, use the Minnesota Department of Education Compulsory Instruction Form or another format.

Report to the superintendent whether:

- Instructor holds **current Minnesota teaching license for field and grade level taught**. Attach copy of license.
- Instructor **is directly supervised by such a person**. Attach name and copy of license.
- Instructor **has successfully completed teacher competency exam**. (Minnesota does not currently have an exam that meets this requirement.)
- Instructor **holds baccalaureate degree**. Attach a copy of diploma/degree.
- Whether or not any of these situations apply, the homeschool is currently accredited by a state-recognized accrediting agency. (As of September 2010, these are limited to schools directly accredited by TEACH or HBEAA.)

When one of the first five listed situations apply but not the last, then your family does not need to submit quarterly report cards to the district. One of the first five instructor qualifications may reduce some other requirements as well. For example, licensed teachers teaching at grade level and field are not required to conduct additional testing if required annual nationally normed test results in scores at 30th percentile or lower.

Instructional Calendars

Unless you are an accredited homeschool through a state-recognized accrediting agency, provide your superintendent an annual instructional calendar or describe it.

Quarterly Report Cards

[See the instructor qualifications language in Minnesota Statutes, section 120A.22](#). If the primary instructor qualifies as instructor only under the last factor – being the parent of the child – provide copies of quarterly report cards to the superintendent. This applies to many Minnesota homeschools where the parent does not hold a baccalaureate degree, but the law has nuances so check for how it applies to your family. For example, if the homeschool was accredited by a state-recognized accrediting group, (as of

September 2010 this is limited to TEACH and HBEAA for homeschools), the homeschool need not submit the report cards.

All Homeschool Families Must Report on Immunizations

Homeschool families must comply with important state immunizations law related to safeguarding public health. Minnesota Statutes, section 121A.15 requires that you submit the Minnesota immunization statement or a notarized statement regarding conscientiously held belief to your resident school district. Immunization forms are available from school districts. Districts must forward any conscientiously held belief exemptions on immunizations to the Minnesota Commissioner of Health.

Internet Resources

Minnesota Department of Education (MDE): [Visit the MDE website \(education.state.mn.us\)](http://education.state.mn.us), select School Choice, Homeschooling, to access the following fact sheets and the Compulsory Instruction Form:

- Homeschool Basics Fact Sheet 1: Introduction to Homeschooling in Minnesota
- Homeschool Basics Fact Sheet 3: Testing Requirements, Reporting and Possibilities
- Homeschool Basics:Fact Sheet 4: Public School Opportunities and State Programs
- Homeschool Basics Fact Sheet 5: Financial Considerations
- Homeschool Basics Fact Sheet 6: Community Resources

Laws: Read the full text of the key statutes on the Minnesota Revisor of Statutes website (revisor.leg.state.mn.us):

- [Read Minnesota Statutes, section 120A.22, Compulsory Instruction](#)
- [Read Minnesota Statutes, section 121A.15, Immunizations](#)

[Visit the Teaching Education and Character At Home homeschool accrediting agency website](http://www.teachinstitute.org/accredit.html) (www.teachinstitute.org/accredit.html).

[Visit the Home Based Educators Accrediting Association website](http://www.hbeaa.org) (www.hbeaa.org).

Questions

Your first point of contact with questions and concerns is the homeschool liaison in your local public school district. The homeschool liaison is most often an employee who works in the superintendent's office. If you have questions that cannot be answered at the local level, the Minnesota Department of Education contact is Cindy Jackson, School Choice Ombudsman, cindy.s.jackson@state.mn.us, 651-582-8572.