



**homeschool iowa**

NETWORK OF IOWA CHRISTIAN HOME EDUCATORS

# **CPI FORM A COMPLETION A STEP-BY-STEP GUIDE**

Updated February 2018



# COMPETENT PRIVATE INSTRUCTION FORM A COMPLETION



## GREETINGS!

The Network of Iowa Christian Home Educators (NICHE) is pleased to offer you assistance in completing the steps required to fill out a Competent Private Instruction Form A.



## BACKGROUND

Competent Private Instruction (CPI) is one of the legally-defined approaches to homeschooling in the state of Iowa. There are several different forms of Competent Private Instruction, and these three forms require the filing of CPI Form A:

- CPI Option 1 with a Supervising Teacher You Select
- CPI Option 1 with a public school Home School Assistance Program Teacher
- CPI Option 2 with Opt-In Reporting (with annual assessment reporting)

If you decide to use any of these three CPI options, each school year you will need to submit to your resident school district a CPI Form A in duplicate by September 1 – or if you start homeschooling after the school year begins, you’ll need to file a CPI Form A at least partially completed within 14 days, and fully completed and within 30 calendar days.

One copy is retained by the school district and the other copy is sent to the Area Education Agency.

One set of duplicate forms must be completed and filed for each homeschooled child of compulsory school age – which is defined as 6 years old and older, but younger than 16 – by September 15.



## OBTAINING A CPI FORM A

The Iowa Department of Education produces a new version of the Competent Private Instruction (CPI) Form A every school year – usually by the preceding late spring.

You can find a download-able PDF version of the form on our [NICHE \(Homeschool Iowa\) website](#).

Current NICHE members can access a fillable PDF version into which they can type and then print.





# ITEM-BY-ITEM INSTRUCTIONS FOR FILING THE CPI REPORT FORM A



## ITEM #1 - NAME AND BIRTH DATE

1) Child and Family Information: (Name and birth date of child under competent private instruction.)

<b>Name:</b>	<b>Birth Date:</b>

Fill in the child’s full name in the box labeled “Name.”

In the box labeled “Birth Date,” you have two options. Iowa Code specifies that the CPI Report Form A can request the “age” of the child. A child’s birth date can be considered sensitive, confidential information, which the law does not specifically require. You can decide whether to put:

1. your child’s birth date in this box or
2. your child’s age (e.g. “age 7 as of September 15, 2019”).



## ITEM #2 - NAME AND ADDRESS OF PERSON FILING REPORT

2) Name and address of person filing report. (Please check the appropriate box after “name”)

<b>Name</b>	<b>Parent</b>	<b>Guardian</b>	<b>Legal or Actual Custodian</b>
<b>Address:</b>	<b>City, Zip:</b>		
<b>Phone # (optional)</b>			

Fill in your name in the box labeled “Name.”

Check the appropriate box to the right (parent, guardian, or legal or actual custodian).

Fill in your address, city and zip code. You are not required to provide your phone number.



## ITEM #3 IMMUNIZATION EVIDENCE

3) Immunization Evidence: If filing Form A for the 1st time, attach immunization information. (Proof of immunization is required of all children receiving CPI without the private exemption, including those HSAP enrolled or dually enrolled)

If you are filing a CPI Report Form A for the first time, you will need to attach evidence of immunizations required by the State of Iowa.

In lieu of this, you may file either a medical or religious exemption form.

Find more information about immunization requirements and exemptions on the [Homeschool Iowa website](#).



# ITEM-BY-ITEM INSTRUCTIONS FOR FILING THE CPI REPORT FORM A



## ITEM #4 - INSTRUCTIONAL PROGRAM INFORMATION

4) Instructional Program Information:

Outline the course of study on a separate page(s). Attach lesson plans on separate page(s).

<b>Subject:</b>	<b>Text, Publisher, and Author:</b>	<b>Time Spent:</b>
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For first-time filers, this item can sound a bit overwhelming. Relax. It's not as difficult as it sounds.

This item requests an attached outline of the course of study on a separate sheet.

You can use one of our NICHE Plan of Instruction Forms -- either lined or unlined -- to fulfill this requirement.

You can download a NICHE Plan of Instruction Form from our [Homeschool Iowa website](#).

You'll only need to fill in the titles and authors or publishers of the curricula you are using.



## ITEM #5 - NUMBER OF DAYS OF INSTRUCTION

5) List number of days of instruction under competent private instruction \_\_\_\_\_ (must be at least 148 days per academic year, Iowa Code section 299A.1)

Here's an easy one! Just write in "at least 148 days," and you're done with this item.



## ITEM #6 - LICENSED TEACHER INFORMATION

6) If an appropriately licensed Iowa teacher will provide or supervise the parent, guardian, or legal or actual custodian in providing the instruction, give the teacher's name and folder number.

<b>Name:</b>	<b>Teacher Folder Number:</b>
<b>Address:</b>	<b>Teacher signature- (optional):</b>
<b>City, State / Zip:</b>	<b>Phone Number- (optional):</b>

If you have selected the supervising teacher option to comply with the Iowa homeschool legal requirements, this is where you will list the teacher's name, address, and Iowa teaching license folder number.

If you, the parent/guardian/custodian, are an appropriately licensed teacher, you can write your name, address, and teaching license folder number in these boxes.

If you have procured the services of an appropriately licensed teacher to supervise your homeschool, you can write that teacher's name and folder number in these boxes.

You are not required to provide the teacher's phone number or signature.



# ITEM-BY-ITEM INSTRUCTIONS FOR FILING THE CPI REPORT FORM A



## ITEM #7 - INSTRUCTIONAL PROGRAM INFORMATION

- 7) If an Iowa licensed teacher is not providing instruction or supervising, the parent, guardian, or legal or actual custodian providing instruction to the child, the child may, but is not required, to take an annual assessment. (Please consult the Department of Education's list of acceptable annual assessments-page 23). If standardized testing is desired, notify the school district in order to receive testing dates by October 1<sup>st</sup>.  
**IMPORTANT: If you have selected any of the optional services listed on the back of Form A, please check here:** \_\_\_\_\_

This item is merely information.

It notifies you that you must provide for annual assessment of your child if:

- (a) you are not using the services of a licensed teacher to provide supervision or actual instruction and
- (b) you have selected Competent Private Instruction (CPI) Option 2 with Opt-In Reporting in order to, for example, access dual enrollment for public school services, activities, classes, or materials.



## PARENT/GUARDIAN/CUSTODIAN SIGNATURE

\_\_\_\_\_  
Parent/Guardian/Legal or Actual Custodian Signature (required):

Although not specifically mentioned in the Iowa Code or Administrative Rules, the Department of Education has included this signature line at the bottom of the required information side of the CPI Form A. Attorneys have advised us that a signature line is an appropriate requirement for a legal document such as this. It validates that the information is being provided by the person who has been identified as the parent/guardian/custodian.



# ITEM-BY-ITEM INSTRUCTIONS FOR FILING THE CPI REPORT FORM A



## ITEM #8 - CHILD IDENTIFIED AS REQUIRING SPECIAL EDUCATION

The Following Information is Optional....

However, if you want your child to access special education programs or services, or if your child plans to participate in any academic or extracurricular activities, at your local school district, complete the following #8 and #9.

**NOTE:** It is not necessary to dual enroll your child  
-to access district-provided driver education (Iowa Code 321.178)  
-to have your child's annual assessment provided at no charge to you.  
Iowa Code section 299A.4.

- 8) If the child is currently identified as a child requiring special education, prior approval must be sought from the special education director at the Area Education Agency before the child may receive Competent Private Instruction in Iowa unless the parent, guardian, or legal or actual custodian of the child does not consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs. Iowa Code section 299A.9.

Is the child currently identified as a child requiring special education pursuant to the rules of special education? Yes \_\_\_ No \_\_\_

Do you consent to initial evaluation or to reevaluation of the child for receipt of special education services or programs? Yes \_\_\_ No \_\_\_

You only need to deal with this item if your child has been identified by the public school as a child requiring special education. Have you participated in a "staffing meeting" where an Individual Educational Program (IEP) was designed for your child? Then your child has been identified by the public school system as a child requiring special education, and you'll need to mark "yes" on the first question under Item 8.

If you mark "yes" on the first question under Item 8, you'll need to carefully consider your answer to the second question under Item 8.

If you want to continue to access public school services for your child's special education needs, mark "yes" on the second question under Item 8. When you do this, it will also require you to obtain permission from the special education director at the Area Education Agency in order to homeschool your child.

If you do not want to utilize public school services for your special education child, you can mark "no" on the second question under Item 8. When you do this, you will be indicating that you have chosen to provide for your child's special education needs privately and you will not be required to obtain permission from the special education director of the AEA.

More information about homeschooling students with special education needs can be found on our [Homeschool Iowa website](#).



# ITEM-BY-ITEM INSTRUCTIONS FOR FILING THE CPI REPORT FORM A



## ITEM #9 - DUAL ENROLLMENT (OPTIONAL)

9) Do you desire dual enrollment in the public school for the child under competent private instruction?  
Yes \_\_\_ No \_\_\_ (If no, skip to #10.)

A. Dual enrollment is desired for:

B. Academic \_\_\_ Extra-curricular activities \_\_\_ Special Education \_\_\_ (Check all that apply)

C. Grade Level for the 2017-2018 school year \_\_\_\_\_

D. Subjects or Activities you wish your child to dual enroll in:

1st Semester:	2nd Semester:

Mark “yes” on Item 9 only if you want to utilize dual enrollment to access public school services:

- participation in extracurricular activities
- participation in classes (including Senior Year Plus college-level classes)
- use of available public school textbooks/materials
- access to public school special education services
- access Area Education Agency services

NOTE: Dual enrollment is no longer required to access no-cost testing. Parents of students under Competent Private Instruction may simply request this service from their resident district.

If you do not want to utilize any of these public school services, you can mark “no” on the first question under Item 9 and skip this Item. If you do want to utilize public school services, you’ll need to mark “yes” to the first question under Item 9 and then mark the categories that apply to the services you want. You’ll also need to provide your child’s grade level so the school can determine where to place the child, and you’ll need to enter into the provided chart a list of classes or activities in which you want your child to participate. (Notice that for school scheduling purposes, the chart is divided into 1st semester and 2nd semester.)

When you mark “yes” on Item 9, your resident school district will receive state funding to cover the cost of providing service for your child. The funding level is set at 10% of the funding provided for regularly-enrolled students -- except for secondary students taking academic classes, whose funding levels are set as shared-time student on a percentage rate based on the number of classes taken.

The Department of Education maintains that schools can deny dual enrollment if the request is filed after September 15. (This is based upon the deadlines set for public schools to submit their enrollment data in order to receive state funding.)

For more information about dual enrollment, check the [Homeschool Iowa website](#).



## ITEM-BY-ITEM INSTRUCTIONS FOR FILING THE CPI REPORT FORM A



### ITEM #10 - HOME SCHOOL ASSISTANCE PROGRAM (OPTIONAL)

10) Do you desire to enroll in a Home School Assistance Program if offered? Yes \_\_\_\_ No \_\_\_\_

Mark “yes” on Item 10 only if you want to utilize the Home School Assistance Program [HSAP] at your resident public school. Not every public school has a HSAP.

When you select enrollment in the public school Home School Assistance Program, you will be assigned a supervising teacher employed by the school. That teacher is required to meet with you sixteen times throughout the year, four times every quarter. Some Home School Assistance Programs provide programming and/or lending libraries to enrolled families. Iowa Administrative Rules allow HSAPs to impose any additional requirements upon enrolled families that they deem necessary.

When you mark “yes” on Item 10, your resident school district will receive state funding to cover the cost of providing service for your child. That is defined as 30% of the funding provided for a regularly enrolled student.

The Department of Education maintains that schools can deny HSAP enrollment if the request is filed after September 15. (This is based upon the deadlines set for public schools to submit their enrollment data in order to receive state funding.)

If you do not want to utilize the public school Home School Assistance Program (HSAP), you can mark “no” under Item 10 and skip this Item.

For more information about Home School Assistance Programs, check the [Homeschool Iowa website](#).



### FILING THE CPI FORM A

NICHE also recommends that you include a privacy protection form with your CPI Report Form A. Locate and download a privacy protection form from the [Homeschool Iowa website](#).

When you have completed all of these steps, you can make two copies of the CPI form (and attachments, except for immunization information, which only needs to be filed at the resident school district) and either mail them or deliver them in person to your resident school district. Personal delivery will allow you to obtain a receipt from the school official who receives your forms, an extra precautionary step that we encourage you to take. You can make a simple receipt listing all of the forms you filed and the date on which you filed them, and have the school official who receives the forms sign it. A filing receipt form can also be downloaded from the [Homeschool Iowa website](#). Keep the receipt for your records.

If you have additional questions about filing the CPI form, contact [niche@homeschooliowa.org](mailto:niche@homeschooliowa.org).