



AITKIN PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT 0001
<https://home.isd1.org/homeschoolinformation.html>

Aitkin High School and District Office
306 2nd Street NW
Aitkin, MN 56431
(218) 927-2115

DANIEL J. STIFTER, Superintendent
HEATHER HIPPI, Business Manager
LISA DEMARS, High School Principal
JAMES HENDRICKSON, Dean of Students

Rippleside Elementary School
225 2nd Ave SW
Aitkin, MN. 56431

JASON CLINE, Activities Director
ANDY DOKKEN, Elementary Principal
LARA PARKIN, Community Ed. Director

Dear Homeschool Parent(s),

Attached you will find the homeschool paperwork for the 2023-24 School Year.

Initial Registration Form for Unaccredited Nonpublic Schools (homeschools)
New homeschool parent(s) only – **DUE BY SEPTEMBER 1, 2023**

Letter of Intent to Continue to Provide Instruction
Previous homeschool parent(s) only. – **DUE BY SEPTEMBER 1, 2023**

From ED-1650-34 – Student Report for Aids to Non-Public Schools

This form is due by October 1, 2023. Forms and invoices received after this date will not be eligible for material reimbursement. Under the "Program Element" section, if you plan to submit a request for reimbursement for textbooks, the number of students and grade level for each must be completed. A detailed copy of the invoice(s) for material must be included to be paid. The 2023-24 rate for textbooks, standardized tests and individualized instructional materials is \$95.69 Per student.

Request Form for loan of material and use of health and guidance services from the school district.
This form is due by September 15, 2023

All completed and signed forms may be emailed to jince@isd1.org, dropped off at the District Office (7:30 am – 4:00 pm) or mailed to:

Aitkin Public Schools
District Office, Attn: Jeanne Ince,
306 2nd Street NW
Aitkin, MN 56431.

If you are no longer homeschooling, please contact Jeanne Ince at 218-927-7180 or email jince@isd1.org

Thank you,

Mr. Daniel J. Stifter
Superintendent of Schools



Initial Registration Form for Unaccredited Nonpublic Schools (including homeschools)

The person or nonpublic school in charge of providing instruction to a child must submit an *Initial Registration Form for Unaccredited Nonpublic Schools (including homeschools)*, to the superintendent of the school district where the child resides. Please do **not** mail the registration form to the Minnesota Department of Education. Find your resident school district name, number and contact information here: [LCC-GIS \(mn.gov\)](#). Complete the information using this form or a written or electronic format of your choice. You will submit a [Letter of Intent to Continue to Provide Instruction](#) by October 1 in subsequent years.

Per [Minnesota Statutes, section 120A.24, subdivision 1](#), information in the registration form must be submitted:

- By October 1 of the first school year the child receives instruction after reaching the age of seven;
- Within 15 days of when a parent withdraws a child from public school after age seven to provide instruction in a nonpublic school that is not accredited by a state-recognized accredited agency;
- Within 15 days of moving out of a district; and,
- By October 1 after a new resident districts is established.

Instructor(s)

Primary Instructor Contact Information

Full Legal Name (Last, First, Middle)	
Street Address (No P.O. Box)	
Home Phone (Including Area Code)	
Other Phone (Including Area Code)	
Email Address	

Secondary Instructor Contact Information

Full Legal Name (Last, First, Middle)	
Street Address (No P.O. Box)	
Home Phone (Including Area Code)	
Other Phone (Including Area Code)	
Email Address	

Nationally Normed Achievement Test	Student Name	How the test will be administered and who will be the administrator	Test Location	DISTRICT USE Superintendent AGREES to this plan for the student(s) in the years specified	DISTRICT USE Superintendent DOES NOT AGREE: Contact instructor immediately

Maintaining and Submitting Documentation and Scores

Per [Minnesota Statutes, section 120A.24, subdivision 2](#), the person or nonpublic school in charge of providing instruction to a child must maintain documentation indicating that the subjects required in section [120A.22, subdivision 9](#), are being taught and proof that the tests under section [120A.22, subdivision 11](#), have been administered. This documentation must include class schedules, copies of materials used for instruction, and descriptions of methods used to assess student achievement.

The parent of a child who enrolls full time in public school after having been enrolled in a nonpublic school that is not accredited by a state-recognized accrediting agency must provide the enrolling public school or school district with the child's scores on any tests administered to the child under section [120A.22, subdivision 11](#), and other education-related documents the enrolling school or district requires to determine where the child is placed in school and what course requirements apply. This paragraph does not apply to a shared time student who does not seek a public school diploma.

The person or nonpublic school in charge of providing instruction to a child must make the documentation in this subdivision available to the county attorney when a case is commenced under section [120A.26, subdivision 5](#); [chapter 260C](#); or when diverted under [chapter 260A](#).

Signature (electronic or physical signature)

Type or Print Name of Person Submitting this Letter: _____

Instructor Signature: _____

Date: _____



Letter of Intent to Continue to Provide Instruction

Per [Minnesota Statutes, section 120A.24, subdivision 1\(b\)](#), the person or nonpublic school in charge of providing instruction to a child between the ages of seven and 16 through 17 for which an initial registration form was filed pursuant to this subdivision must submit, by October 1 of each school year, a letter of intent to continue to provide instruction under this section for all students under the person’s or school’s supervision and any changes to the child’s name, birthday, address of the child and the annual tests intended to be administered.

Complete the information using this form or a written or electronic format of your choice. If you have moved, you must file a new [Initial Registration Form for Unaccredited Schools, Including Home-School](#). **Information in the Letter of Intent must be submitted to the school district by October 1 of each year after an initial registration form has been filed in the same district. Please do not mail the letter of intent to the Minnesota Department of Education.**

Date of Letter of Intent to Continue to Provide Instruction (mm/dd/yy): _____

Date Initial Registration Form was filed with this School District (mm/dd/yy): _____

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 initial registration form or communicated in a previous *Letter of Intent to Continue to Provide Instruction*.
- I **DO** have changes to information provided in the full initial registration form, and have updated the information as follows:
- I have added students or student contact information has changed. *(Update ‘New Students or Updated Student Information’ on page 2 and ‘Proposed Testing Plan’ on page 3. Attach immunization records or notarized conscientious objection statement.)*
- 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 7th grade and/or age 12. *(Provide student’s name and date of birth below. Attach updated immunization records or notarized conscientious objection statement.)*
- I have discontinued instructing student(s) previously reported. *(Update ‘Student(s) No Longer Being Instructed’ in the table below.)*
- My primary instructor qualifications changed. *(Attach explanation and documentation as required in the initial registration form.)*
- My primary or secondary instructor contact information changed. *(Update ‘Instructor Contact Information’ below.)*
- 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](#). *(Update ‘Accrediting Agency Information’ below.)*

Nationally Normed Achievement Test	Student Name	How will the test be administered and who will be the administrator	Test Location	DISTRICT USE Superintendent AGREES to this plan for the student(s) in the years specified	DISTRICT USE Superintendent DOES NOT AGREE: Contact instructor immediately

Maintaining and Submitting Documentation and Scores

Per [Minnesota Statutes, section 120A.24, subdivision 2](#), the person or nonpublic school in charge of providing instruction to a child must maintain documentation indicating that the subjects required in section [120A.22, subdivision 9](#), are being taught and proof that the tests under section [120A.22, subdivision 11](#), have been administered. This documentation must include class schedules, copies of materials used for instruction, and descriptions of methods used to assess student achievement.

The parent of a child who enrolls full time in public school after having been enrolled in a nonpublic school that is not accredited by a state-recognized accrediting agency must provide the enrolling public school or school district with the child's scores on any tests administered to the child under section [120A.22, subdivision 11](#), and other education-related documents the enrolling school or district requires to determine where the child is placed in school and what course requirements apply. This paragraph does not apply to a shared time student who does not seek a public school diploma.

The person or nonpublic school in charge of providing instruction to a child must make the documentation in this subdivision available to the county attorney when a case is commenced under section [120A.26, subdivision 5](#); chapter 260C; or when diverted under chapter 260A.

Signature (electronic or physical signature)

Print or Type Name of Person Submitting this Letter: _____

Signature: _____

Date: _____

Any changes to address, phone, email, please advise:



Division of School Finance
400 N.E. Stinson Blvd
Minneapolis, MN 55413

STUDENT REPORT FOR AIDS TO NONPUBLIC STUDENTS

ED-01650-36
DUE: 10/1/2023

GENERAL INFORMATION AND INSTRUCTIONS: This form must be completed at the nonpublic school level and filed with the public school district offices coordinating the program by **October 1, 2023**. A copy is to be sent by the local public school district to the Minnesota Department of Education, Division of School Finance at the above address by **October 15, 2023**. **THIS FORM MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED VALID.**

NONPUBLIC SCHOOL IDENTIFICATION INFORMATION

Nonpublic School Name:		Nonpublic School Number:	
Public School District Number:		Address of Nonpublic School:	
City:		Zip Code:	
Name of Nonpublic School Principal:		Telephone Number:	
Email Address:		Name of Nonpublic School Contact Person (if other than above):	
Telephone Number:		Email Address:	
Location at which Student Request Forms are filed (if other than above):		Name of Program Administrator in Local Public School District:	
Telephone Number:		Email Address:	

PARTICIPATION OF ELIGIBLE PUPILS

THE NUMBERS OF STUDENTS REPORTED BELOW ARE BASED ON (Check One):

- ESTIMATED COUNTS
 ACTUAL COUNTS

For each Program Element in which you wish to participate, provide the number of students, by student grade level, that are eligible to receive service. To be eligible, the students must be enrolled on or before September 15, and must request (in writing) the service desired. Weight each student count as indicated and enter totals for each Program Element. If there are no requests for a service, or if a service will not be offered, please indicate nonparticipation by checking the box provided.

PROGRAM ELEMENT	STUDENT GRADE LEVEL	NUMBER OF STUDENTS	WEIGHTING FACTOR	WEIGHTED TOTAL OF
<p style="text-align: center;">TEXTBOOKS, INDIVIDUALIZED INSTRUCTIONAL MATERIALS AND STANDARDIZED TESTS</p> <p><input type="checkbox"/> NONPARTICIPATION: The nonpublic school identified above does NOT wish to participate in this program element.</p> <p style="text-align: center;">*All day/Everyday ONLY</p>	PT KGN		X 0.5	
	FT KGN*		X 1.0	
	1 - 6		X 1.0	
	7 - 12		X 1.0	
	TOTAL			
<p style="text-align: center;">HEALTH SERVICES</p> <p><input type="checkbox"/> NONPARTICIPATION: The nonpublic school identified above does NOT wish to participate in this program element.</p> <p style="text-align: center;">*All day/Everyday ONLY</p>	PT KGN		X 0.5	
	FT KGN*		X 1.0	
	1-6		X 1.0	
	7-12		X 1.0	
	TOTAL			

<p>Guidance/Counseling (Number of Participants by Grade Level)</p> <p><input type="checkbox"/> NONPARTICIPATION: The nonpublic school identified above does NOT wish to participate in this program element.</p>	7	8	9	10	11	12	TOTAL: 7-12

CERTIFICATION

I hereby certify that the students reported above meet the conditions of eligibility as prescribed by Minnesota Statutes 123B.40 – 123B.48, and that the above school is located within a public school district in which the public schools provide the services indicated to students of the same grade levels. All of the information provided above is true and correct to the best of my belief and knowledge.

Signature – Head of School/Responsibility

Date



Accrediting Agencies Whose Schools Have Reduced Reporting Requirements

Minnesota nonpublic schools (traditional private schools or homeschools) directly accredited by any of the following organizations are eligible for reduced reporting requirements to the superintendents of the districts where their students reside, as outlined in [Minnesota Statutes, section 120A.22](#), Minnesota Compulsory Instruction Law. These schools are eligible because their accrediting organization has been recognized by the Minnesota Nonpublic Education Council or the Commissioner of Education.

Please note that for purposes of Minnesota's Compulsory Instruction Law, the accrediting organizations listed below cannot grant Minnesota recognition to other accrediting organizations with which they may have agreements or reciprocity. The Minnesota Department of Education and the Minnesota Nonpublic Education Council have recognized these organizations only for the direct accreditation review and recognition they provide to their own schools and/or instructors. Agreements some accrediting organizations have with one another do not imply or transfer Minnesota recognition or reporting exemptions to any organization that has not directly requested and received recognition by the Minnesota Department of Education or the Minnesota Nonpublic Education Council. **In short, if the organization is not listed here, it is not recognized by the state of Minnesota for reduced reporting requirements. Likewise, local school districts may not modify state reporting requirements by creating local standards that add or delete organizations from this list.**

Even though they are exempt from some reporting requirements, schools directly accredited by the following accrediting organizations are still required by Minnesota state law to report by October 1 of each year the name, birth date and address of each child receiving instruction to the superintendent of the district in which the child resides.

Nonpublic School Accrediting Organization	Address	Other Contact Information	Expiration
Christian Schools International	99 Monroe Avenue NW, Suite 200 Grand Rapids, MI 49503	Sheryl L. Jo Director of School Improvement Call: 616-617-4361 Email: sjo@csionline.org Allison Reiffer, Accreditation Coordinator Email: are@csionline.org Call: 616-419-8224 Website: Christian Schools International	June 30, 2027
Cognia (formerly AdvancED)	Wichita State University Campus Box 142, HH105J Wichita, KS 67260-0142	Andre Harrison, Director Call: 334-322-2666 Email: andre.harrison@cognia.org Website: Cognia	June 30, 2026
Home Based Educators Accrediting Association, Inc.	P.O. Box 148 Prior Lake, MN 55372	Missy Rossing, Executive Director Call: 952-935-9234 Email: inquiry@hbeaa.org Website: Home Based Educators Accrediting Association, Inc.	June 30, 2028
Independent Schools Association of the Central States	55 West Wacker, Suite 701 Chicago, IL 60601	Andy Gilla Director of Accreditation Services Call: 312-750-1190 Email: andy@isacs.org Website: Independent Schools Association of the Central States	June 30, 2027
International Christian Accrediting Association	2448 E. 81st Street, Suite 600 Tulsa, OK 74137	Dr. Donnie Peal, Director Call: 918-493-8880 Email: donpeal@oru.edu or icaa@oru.edu Website: International Christian Accrediting Association	June 30, 2026
Middle States Association Commissions on Elementary and Secondary Schools	624 Market Street, 2 West Philadelphia, PA 19104	Daniel Rufo Associate Vice President, Accreditation Call: 267-284-5041 Email: drufod@msa-cess.org Website: www.msa-cess.org	June 30, 2027



Memorandum

Please pass this to your district administrator for nonpublic pupil aids

To: School District Superintendents

From: Greg Sogaard, Education Finance Specialist, Division of School Finance

Date: January 27, 2023

Subject: Nonpublic Pupil Aids; Promulgation of Fiscal Year 2024 Program Rates of Entitlement and Pupil Reporting Procedure

Reference: (a) Minnesota Rules, chapter 3540.
(b) Minnesota Statutes, sections 123B.40-123B.48, as amended by Laws of Minnesota 2019, First Special Session, chapter 11, article 1, sections 2 and 3.

1. **Information:** In accordance with the procedures set forth in reference (a), public school districts are reimbursed for expenditures incurred in providing pupils the instructional materials and pupil support services required by reference (b), when those pupils are attending a nonpublic school (includes home schools), which are established and operating within the district's boundaries. Please note that the 2019 E-12 Education Law expands the definition of "textbook" to include teacher's edition, teacher's guide, or other materials that accompany a textbook that a pupil uses when the teacher's edition, teacher's guide, or other teacher materials are packaged physically or electronically with textbooks for student use, and also expands the definition of "individualized instructional or cooperative learning materials" to include teacher materials that accompany materials that a pupil uses.
2. **Purpose:** The purpose of this letter is to promulgate the fiscal year 2024 rates of entitlement.
3. **Authorized Rates of Entitlement:**
 - a. The authorized rates of entitlement per eligible pupil to be used in computing district allotments for nonpublic pupil aids for school year 2023-24 are as follows:

Textbooks, Standardized Tests, and Individualized Instructional Materials	\$95.69
Pupil Health Services	\$85.30
Secondary Pupil Guidance and Counseling Services	\$317.11
 - b. Rates may be readjusted on or about October 15 when the actual appropriation and program participation figures are known.
4. **Pupil Reporting Procedure:** The following procedure applies to all nonpublic pupils, including those attending "home schools."
 - a. **Pupil Requests:** The Pupil Request Forms should be duplicated and forwarded to the nonpublic school administrator for distribution to the students at the beginning of the school year. These



Education Aids For Nonpublic School Students

Nonpublic Pupil Aid Program

February 2023

Division of School Finance
400 NE Stinson Blvd.
Minneapolis, MN 55413

651-582-8779
Fax: 651-582-8878

mde.funding@state.mn.us
<http://education.state.mn.us>

Educational Aids for Nonpublic School Children

This program was established and is governed by the provisions in Minnesota Statutes 2021, Section 123B.40 through Section 123B.48 and the Rules of the State Board of Education, Chapter 3540.

Program Overview

1. A pupil, attending a nonpublic school or home school established and operating within the boundaries of a public school district, may request the district to:
 - a. provide the textbooks, individual instructional materials, and standardized tests required by that pupil's course of study.

- b. include the pupil in the district's Pupil Health Service Program.
 - c. include the pupil in the district's Secondary Guidance and Counseling Program.
2. The school district is required to:
- a. Loan to the pupil the educational materials requested that are available for issue.
 - 1) If the materials requested are not available, the district is to acquire only those materials that meet the requisites of eligibility prescribed in statute or rule. Appendix A describes the educational materials eligible for acquisition.
 - 2) The acquisition of materials may be constrained to ensure that the costs incurred by the district in acquiring the educational materials to be loaned do not exceed the annual per pupil limit promulgated by the department.
 - b. Allow the pupil to participate in the pupil support service program requested if the program is available in the district.
 - 1) Secondary guidance and counseling services may be provided at a public school, nonpublic school or neutral site.
 - 2) The level of service or the frequency of participation may be constrained to ensure that the costs incurred by the district in providing such service do not exceed the annual per pupil limit promulgated by the department.
3. The department reimburses costs incurred by the district and reported in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) manual. The reimbursed amount in any of the three program components listed in paragraph 1 may not exceed the per pupil limit computed for that component. The per pupil limit in each program component is based on the statewide average expenditure per public school pupil for the materials or services provided by that component.

Program Administration

1. Program administration is accomplished in three operational phases. These phases are depicted in a workflow diagram in Appendix C and are outline in the following description.
- a. **Phase I – Planning:** This phase commences annually in March.
 - Dissemination of program information* – The department promulgates the statewide average per pupil rates to be used in computing a nonpublic school's maximum allotment for the following school year and forwards the forms necessary for program administration.
 - Annual consultation* – During the period commencing April 1, districts anticipating nonpublic requests for educational materials and/or pupil support services the following school year consult with appropriate nonpublic school administrators to:
 - 1) Solicit program input, including fall enrollment estimates and expected material and support service requirements;

- 2) Specify the assignment of program tasks to be performed by the public and nonpublic staff personnel assigned;
- 3) Review and analyze program procedure, maximum funding allotments, existing material inventory, and other relevant program information;
- 4) Develop a list of eligible materials to be acquired over the summer for use the next school year;
- 5) Confirm the support service components, level of service, and site location to be used in providing eligible services; and
- 6) Establish district-staffing requirements.

Acquisition of material – Materials are acquired in time to ensure their availability for loan when requested during the school year. The resulting district expenditures are charged to the fiscal year the materials are first intended for loan to nonpublic pupils.

b. **Phase II – Program Approval** – This phase commences at the start of the nonpublic school year. *Pupil requests* – A pupil request for educational materials, and/or pupil support services, is made at the beginning of the school year on the form specified by the department and made available through the nonpublic school administrator.

- 1) A valid pupil request is one that is completed and signed on or before September 15 and filed with the nonpublic school administrator.
- 2) The final date for filing a pupil request for eligible materials and/or services is September 15 or the school year for which such request is sought; except that, whenever such a final date falls on a nonschool day, the final date for filing a pupil request becomes the next succeeding day that school is in session. The district may not accept pupil requests that are filed after the applicable final date prescribed.

Pupil report – Pupil requests received by September 15 are tallied and the count recorded on the Pupil Report form (ED-01650 series) by the nonpublic school administrator. The completed Pupil Report forms are forwarded to the serving district by October 1.

District letter report – The servicing district assembles a copy of the Pupil Report form received from each of the nonpublic schools and forwards them with a cover letter to the department by October 15.

Maximum allotment – Upon receipt of the district letter forwarding the Pupil Report forms, maximum allotments by program component for each nonpublic school and home school in that district are computed by multiplying the number of valid pupil requests reported by that school times the per pupil rate for that component. The district's maximum allotment is an amount equal to the sum of the allotments of each of the schools.

Preliminary program entitlement – The district's preliminary program entitlement is equal to an amount 1.05 times the district's maximum allotment. This includes a compensating amount to offset the district's cost of administering the program.

Advance payment – No later than November 30, the department forwards to the district:

- 1) A program statement that details the computation of the maximum allotment for each of the nonpublic schools and home schools reported by the district and the district's preliminary program entitlement; and
- 2) An advance payment equal to the current year aid payment percentage of the estimated entitlement for the current fiscal year.

c. Phase III – Final Payment – This phase begins on the August 15 following completion of the school year.

District expenditures – The district forwards to the department the required unaudited financial statement for the preceding year. This is the UFARS tape report of expenditures required by statute.

Reimbursement computation – Upon receipt of the district's UFARS tape, the department extracts those expenditures reported by the district as having been incurred in providing educational materials and pupil support services to nonpublic pupils. These reported expenditures are totaled by program component and compared to the district's maximum allotment for each component. The lesser amount of the two is the reimbursement allowed for that component. The sum of these amounts is the district's computed reimbursement for program services.

Final program entitlement – The district's final program entitlement is equal to an amount 1.05 times the district's computed reimbursement. This includes a compensating amount offsetting the district's cost of administering the program.

Final adjustment payment – No later than October 21, the department forwards to the district:

- 1) A reimbursement computation summary that details the computation of the district's final program entitlement; and
- 2) A final adjustment payment equal to 100% of the district's final program entitlement minus the total of any program payments made to date.

2. In addition to the operational phases of administration, the following general administrative procedures are applicable.

a. Material Control

Inventory – The servicing district maintains an inventory record of the materials acquired for program use and ensures that the inventory is visually inspected annually. Whenever material in inventory is removed from use, the date and reason for removal is noted in the inventory record. Materials are removed from use whenever:

- 1) The material is determined surplus to district need,
- 2) The material is lost or its physical condition precludes reissue, or

- 3) The material exceeds its predetermined term of useful life. In general, the established term or useful life for eligible materials is not less than that indicated below.
 - a) Textbooks and hardbound materials 5 years
 - b) Workbooks 1 year
 - c) All other eligible materials 3 years

Disposition – Program materials removed from use may be disposed of at the discretion of the district board in any manner deemed appropriate.

b. Records and Reports

Maintenance of records – A district maintains adequate written records to prove its entitlement to whichever amount of reimbursement it receives under this program for any fiscal year. Upon request, the district may be required to make program records available to the commissioner for the purpose of examination or audit.

Retention of records – Except for the materials inventory record, which is maintained for five years, a district retains all the records generated in the administration of the program until the later of the following occurs:

- 1) Three years after the end of each fiscal year for which funds were received, or
- 2) If the records have been questioned on audit or review, until the question is finally resolved and the necessary adjustments to payments have been made.

Reports – Accurate and complete reporting on the dates specified is essential to the effective administration of the program.

- 1) Each district submits the reports and information as the Commissioner of Education may reasonable require, thereby determining the amounts payable to the district.
- 2) Reports submitted after the date due are forwarded with a cover letter explaining the circumstances causing the late submission. The late report may be accommodated under extenuating circumstances and the state reimbursement adjusted accordingly upon approval of the commissioner.

Appendix A

Educational Materials Eligible for Acquisition

Educational materials are divided into three general categories: textbooks, individualized instructional materials, and standardized tests. To be eligible for acquisition by the district for loan to the nonpublic pupil, educational materials must meet the following requisites of eligibility.

General conditions of eligibility – Eligible materials are:

1. Secular, neutral, nonideological, and not capable of diversion for religious use.

As used in this sense, secular, neutral, and nonideological means such items would not be regarded as religious, spiritual, or sacred.

2. Designed primarily for individual pupil use to attain educational objectives in a particular class or program in the school the pupil regularly attends; and/or cooperative learning group; and
3. Available and of benefit to Minnesota public school pupils.

Textbook – A textbook is any book, workbook, manual, or book substitute, including electronic books as well as other printed materials delivered electronically provided to each pupil for the individual use of that pupil as a principle source of study in a given class or program.

Individualized instructional materials – Individualized instructional materials are those educational materials, in addition to textbooks, which are used as a complementary source of study in a given class or program and are available for the individual use of each pupil in the class or program.

- a. **Examples of materials eligible for acquisition** – Educational materials meeting the general conditions of eligibility and falling into any of the following groups of material are considered to be eligible for acquisition as individualized instructional materials.

Published materials; periodicals; documents; pamphlets; photographs; reproductions; pictorial or graphic works; filmstrips; prepared slides; prerecorded video programs; prerecorded tapes, cassettes and sound recordings; manipulative materials; desk charts; games; study prints and pictures; desk maps; models; learning kits; blocks or cubes; flashcards; individualized multimedia systems; prepared instructional computer software programs; choral and band sheet music; electronic books and other printed materials delivered electronically; CD-ROM; software and other educational technology. See Appendix B.

- b. **Examples of materials NOT eligible for acquisition** – Classroom supplies consumed in the normal instructional process, educational materials intended for general classroom use rather than individual use, instructional equipment, and teacher's aids are items not considered eligible for acquisition under this program.

Examples of such ineligible materials include: Instructional supplies such as blank tapes, blank cassettes, blank videotapes, blank computer diskettes, unexposed film, writing paper, construction paper, notebooks, thumbtacks, chalk, erasers, ink, paste, scissors, pencils, pens, crayons, chemicals, duplicating fluids, blackboards, wall maps, wall charts, instructional equipment, library books, or other reference materials.

Standardized tests – This category includes the standardized tests and scoring services available from commercial publishing organizations and which are in use in the public schools of Minnesota to measure the progress of pupils in secular subjects.



Memorandum

To: School District Superintendents

From: Tom Melcher, Director
Division of School Finance

Date: August 1, 2012

Subject: 2012 Nonpublic Pupil Aid Legislation

Laws of Minnesota for 2012, Chapter 144 expands the list of items eligible for purchase under the textbook / individualized instructional material/cooperative learning material component of the Nonpublic Pupil Aid program under Minn. Stat. 2021, 123B.41.

Beginning in FY2013, nonpublic pupil aid funds may be used to purchase “software or other educational technology, including “software, programs, applications, hardware, and any other electronic education technology”. All items must be secular, neutral and nonideological material used by, or of benefit to Minnesota public school pupils. Eligible materials must be designed primarily for individual pupil use or use by pupils in a cooperative learning group in a particular class or program.

The intent of the Nonpublic Pupil Aid program as outlined in Minn. Stat. 2021, 123B.40 is for every school pupil in the state to share equitably in education benefits. The funding and eligibility for participation in the aid program is on a per pupil basis. Eligible products must be purchased in quantities that insure each student or each cooperative learning group has their own copy. Site licenses do not meet this requirement as they do not guarantee that each student or cooperative learning group is treated equitably.

Minn. Stat. 2021, 123B.42, subd. 2 requires that the title to textbooks, individualized instructional/cooperative learning materials, and standardized testing materials must remain in the servicing district. Possession or custody may be granted or charged to administrators of the nonpublic school attended by the nonpublic school pupil or pupils to whom the eligible items are loaned.

Due to the variety of licensing and ownership restrictions attached to electronic educational technology, servicing districts will be required to register as the owner/user of the products loaned to participating nonpublic pupils.

Questions concerning this legislation should be directed to Greg Sogaard, Education Finance Specialist, School Finance Division, at (651) 582-8858, or greg.sogaard@state.mn.us.

Aid to Nonpublic Pupils Program Year 2023-24

Phase I – Planning

Department March 2023	District	Nonpublic School April 1, 2023
Forward to district. 1. Per pupil rates 2. Forms a) Pupil Request b) Pupil Report c) Application Letter	Redistribute to each NPS. 1. Pupil Request Forms 2. Pupil Report Forms	Provide estimated fall count of participating pupils to district no later than April 1.
	Sets up consultation meetings with NPS.	
Texts/Test/Materials 1. Consult ASAP. 2. Agree on purchase list no later than May 1.		Health – Guidance/Counseling 1. Consult no later than June 1. 2. Agree on services no later than August 15.

Phase II – Program Approval

Department	District October 15, 2023	Nonpublic School October 1, 2023
	Forwarded pupil reports. 1. Attach a copy of pupil report from each NPS.	1. Collect and tally pupil request forms. 2. Complete and submit pupil report (actual report).

November 30, 2023

1. Maximum allocation calculated. 2. Make advance payment.

Advance Payment \$\$\$

Phase III – Final Payment

DEPARTMENT	DISTRICT August 2024	NONPUBLIC SCHOOL
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Forwarded UFARS tapes reporting nonpublic expenditures.

1. Texts/Texts/Materials
2. Health Services
3. Guidance and Counseling

October 2024

Reimbursement Summary

1. Compute total reimbursement due.
2. Adjust for administrative costs.
3. Make final payment.

Final Payment
\$\$\$

2023-24 PROGRAM REPORT FOR NONPUBLIC PUPIL AIDS

TO: Minnesota Department of Education
Division of School Finance
400 NE Stinson Blvd
Minneapolis, MN 55413

FROM: Superintendent

District Name and Number: Aitkin 0001

DATE: 9/2023

SUBJECT: Nonpublic Pupil Aids

The enclosed Pupil Reports (ED-01650-36) from the nonpublic schools and home schools in this district, showing the **actual** count of nonpublic pupils eligible to receive nonpublic materials and pupil support services during the 2023-24 school year, are forwarded for the computation of the Nonpublic Pupil Aids that may be authorized by this district.

In addition to the loan of textbooks, standardized tests, and individualized instructional materials; the following district pupil support service programs are available in the district.

Pupil Support Service

District Program

Is Available

Does Not Exist

Health Services

Secondary Guidance/
Counseling Service


Signature of Superintendent

8-28-23
Date

Enclosures

**REQUEST FORM FOR
TEXTBOOKS, STANDARDIZED TESTS, AND
INDIVIDUAL INSTRUCTIONAL MATERIALS**

School Year Ending June 2024

The State of Minnesota has authorized local public school districts to loan textbooks, standardized tests, and individualized instructional materials to pupils attending a nonpublic school, (includes home schools), established and operating within the school district boundaries. These materials must be secular in nature, designed primarily for individual use by the pupil in a particular class or program in the school the pupil regularly attends, and must be requested by, or on behalf of, the pupil **no later than SEPTEMBER 15, 2023.**

Please indicate, by placing an "X" in the appropriate box below, whether or not you request these items this school year.

Pupil's Name: _____ Grade Level: _____

Name of School: _____

I do request that textbooks, standardized tests, and individualized instructional materials be provided on loan to the above pupil this school year.

I **do not** wish to request the loan of any materials this school year.

Verification of Use: I hereby verify that the textbooks and individualized instructional material requested are to be used by the pupil named above in a course of instruction in that pupil's elementary or secondary school.

Signature of Pupil, Parent, or Guardian

Date

PLEASE RETURN SIGNED FORMS TO THE NONPUBLIC SCHOOL WHEN COMPLETED.

**REQUEST FORM FOR
DISTRICT PUPIL HEALTH SERVICES**

School Year Ending June 2024

The State of Minnesota has authorized local public school districts to allow pupils attending a nonpublic school, (includes home schools), established and operating within the school district boundaries, access to the existing district Pupil Health Services program. These services must be requested by, or on behalf of, the pupil **no later than SEPTEMBER 15, 2023.**

Please indicate, by placing an "X" in the appropriate box below, whether or not you request these items this school year.

Pupil's Name: _____ Grade Level: _____

Name of School: _____

I do request that the district's Pupil Health Services program be made available to the above pupil this school year.

I do not wish to request Pupil Health Services this school year.

Signature of Pupil, Parent, or Guardian

Date

PLEASE RETURN SIGNED FORMS TO THE NONPUBLIC SCHOOL WHEN COMPLETED.

**REQUEST FORM FOR
DISTRICT SECONDARY GUIDANCE/COUNSELING SERVICES**

School Year Ending June 2024

The State of Minnesota has authorized local public school districts to allow pupils attending a nonpublic school, (includes home schools), established and operating within the school district boundaries, access to the existing district Secondary Pupil Guidance and Counseling Services program. These services must be requested by, or on behalf of, the pupil **no later than SEPTEMBER 15, 2023**.

Please indicate, by placing an "X" in the appropriate box below, whether or not you request these items this school year.

Pupil's Name: _____ Grade Level: _____

Name of School: _____

I do request that the district's Secondary Pupil Guidance and Counseling Services program be made available to the above pupil this school year.

I **do not** wish to request Secondary Pupil Guidance and Counseling Services this school year.

Signature of Pupil, Parent, or Guardian

Date

PLEASE RETURN SIGNED FORMS TO THE NONPUBLIC SCHOOL WHEN COMPLETED.