

## 2019/20 INFORMATION SUMMARY FOR PARENT REPRESENTATIVE

This document is designed as an aid to assist parent representatives in providing the additional items required by Rule 13, Section 004. Other formats for submitting the necessary materials, if complete, are also acceptable; however, this form is designed to speed up processing when received by the Department of Education. Refer to Rule 13, "Instructions for a Rule 13 Exemption Via Paper Documents," and FAQ documents for further information.

**\*\*PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION\*\***

### 1 - General Information

If submitting this summary with the Forms A & B, fill in Exempt School Name only and skip to Section 2.  
If submitting this summary separately from the Forms A & B, complete all requested information.

**NOTE: If an online school is used, list the address where the student(s) is receiving the instruction, not the address, phone number & email address of the online school.**

Exempt School Name		
Address		
City	State	Zip Code
Mailing Address (if different from residential address)		
City	State	Zip Code
Email Address (optional) _____@_____._____	Phone Number (optional) (_____) _____-_____	

### 2 - Dates of Operation (Calendar) Information (Rule 13 – Section 004.01)

Provide the exempt school period of operation below by indicating the start and end dates. The period of operation for the school year will allow sufficient time for the provisions of a minimum instruction of 1,080 hours in secondary schools (9-12) and 1,032 hours in elementary schools (K-8), between July 1, 2019 and June 30, 2020. The hours of instruction may be prorated based upon the remaining balance of the school year.

*Refer to Section D of the FAQs document for further information about dual, partial-year, and add-on enrollments.*

Start date (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(July 1, 2019 or after)

End date (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(no later than June 30, 2020)

Is this a partial school year enrollment? No ☐ Yes ☐ If yes, further explain below or use the reverse side of this page.

Will the student(s) be dual enrolled? No ☐ Yes ☐ If yes, further explain below or use the reverse side of this page.

- Complete **only if adding a student to the 2019/20 exempt school roster** (this would only apply if already filed/received exempt status and after the school began operation for the 2019/20 school year):

- Start date for add-on student: (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_\_

**3. Instructional Monitor(s) (Teacher) (Rule 13 – Section 004.02)**

Provide the names of all instructional monitors in the exempt school. Enter all requested information for each instructional monitor. Use the reverse side of this page or attach additional pages if the school uses several instructional monitors. This information must be completed for all on-site instructional monitors listed in 4b below (including the parent(s) or guardian(s) if designated as an instructional monitor).

**Notes:** 1) If an online school is used, list the name of the on-site (in the home) monitor(s), not the online instructor(s). 2) Do not list information about the student(s) in this section; a student cannot monitor his/her own instruction.

First Name/Middle Initial	Last Name	Age
Circle Highest Grade Completed: 8 9 10 11 12 13 14 15 16 17 18 19 20+		

First Name/Middle Initial	Last Name	Age
Circle Highest Grade Completed: 8 9 10 11 12 13 14 15 16 17 18 19 20+		

**4 - Curriculum Information (Program of Instruction) / Grade Levels/Instructional Monitor Responsible (Rule 13 – Section 004.03)**

Provide a written description or summary showing the sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health, which shall include a list of classes or courses (4a), the names of the monitor(s) responsible for instructing or monitoring, and the grade levels being included in the exempt school (4b).

**4a.** A listing of the textbooks (including title and publisher) you are using is also acceptable. *Use the reverse side of this page or attach additional pages as necessary.* If you are using a curriculum series or online program, identify, by subject, on the lines below.

Language Arts: \_\_\_\_\_

Mathematics: \_\_\_\_\_

Science: \_\_\_\_\_

Social Studies: \_\_\_\_\_

Health: \_\_\_\_\_

**4b.** Circle the grade level(s) offered for the 2019/20 school year. For each of the grade level(s) offered, enter the name of the instructional monitor who is responsible for each of the subject areas (do not enter the curriculum information here, see Section 4A above). *All instructional monitors listed must also complete Section 3.*

Grade	Language Arts	Mathematics	Science	Social Studies	Health
K					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

**5. Birth Certificate (Rule 13 – Section 009)**

If you have not previously provided to this office the certified birth certificate for your child(ren), submit the certified birth certificate with the completed 2019/20 exempt school forms. Refer to the “Instructions for a Rule 13 Exemption Via Paper Documents” and Section E of the FAQs documents for further information regarding this statutory filing requirement.