



Letter of Intent to Continue to Provide Instruction

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.**

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 7th 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.

Full Name and Level of Nationally Normed Achievement Test	To Be Administered to the Following Students in Indicated School Year (s):	Name of Test Administrator	Test Location	DISTRICT USE <i>Superintendent Agrees to this plan for students in years specified</i>	DISTRICT USE <i>Superintendent DOES NOT AGREE: contact instructor immediately</i>
Iowa Test of Basic Skills, Grades K-2 (ITBS)				<input type="checkbox"/>	<input type="checkbox"/>
Iowa Tests of Basic Skills, Grades 3-8 (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-2 (SAT)				<input type="checkbox"/>	<input type="checkbox"/>
Stanford Achievement Test, Grades 3-8 (SAT)				<input type="checkbox"/>	<input type="checkbox"/>
Stanford Achievement Test, Grades 9-12 (SAT)				<input type="checkbox"/>	<input type="checkbox"/>
Other:				<input type="checkbox"/>	<input type="checkbox"/>

Student Immunization Form

Student Name _____

Birthdate _____ Student Number _____

Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal medical or conscientious exemption.

FOR SCHOOL USE ONLY

- () Complete; booster required in _____
 () In process; 8 mos. expires _____
 () Medical exemption for _____
 () Conscientious objection for _____
 () Parental/guardian consent _____

Parent/Guardian:

You may attach a copy of the child's immunization history to this form OR enter the MONTH, DAY, and YEAR for all vaccines your child received. Enter MED to indicate vaccines that are medically contraindicated including a history of disease, or laboratory evidence of immunity and CO for vaccines that are contrary to parent or guardian's conscientiously held beliefs.

Sign or obtain appropriate signatures on reverse. Complete section 1A or 1B to certify immunization status and section 2A to document medical exemptions (including a history of varicella disease) and 2B to document a conscientious exemption.

Additionally, if a parent or guardian would like to give permission to the school to share their child's immunization record with Minnesota's immunization information system, they may sign section 3 (optional).

For updated copies of your child's vaccination history, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-5503 or 800-657-3970.

School Personnel: Be sure to initial and date any new information that you add to this form after the parent/guardian submits it. Also, record combination vaccines (e.g., DTaP+HepB+IPV, Hib+HepB) in each applicable space.

Type of Vaccine	DO NOT USE (✓) or (✗)	1st Dose Mo/Day/Yr	2nd Dose Mo/Day/Yr	3rd Dose Mo/Day/Yr	4th Dose Mo/Day/Yr	5th Dose Mo/Day/Yr
Required (The shaded boxes indicate doses that are not routinely given; however, if your child has received them, please write the date in the shaded box.)						
Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT) • for children age 6 years and younger • final dose on or after age 4 years						
Tetanus and Diphtheria (Td) • for children age 7 years and older • 3 doses of Td required for children not up to date with DTaP, DTP, or DT series above						5th dose not required if 4th dose was given on or after the 4th birthday
Tetanus, Diphtheria and Pertussis (Tdap) • for children in 7th - 12th grade						
Polio (IPV, OPV) • final dose on or after age 4 years						4th dose not required if 3rd dose was given on or after the 4th birthday
Measles, Mumps, and Rubella (MMR) • minimum age: on or after 1st birthday						
Hepatitis B (hep B)						
Varicella (chickenpox) • minimum age: on or after 1st birthday • vaccine or disease history required						
Meningococcal (MCV, MPSV) • for children in 7th - 12th grade • booster given at age 16 years						
Recommended						
Human Papillomavirus (HPV)						
Hepatitis A (hep A)						
Influenza (annually for children 6 months and older)						

Additional exemptions:

- **Children 7 years of age and older:** A history of 3 doses of DTaP/DTP/DT/Td/Tdap and 3 doses of polio vaccine meets the minimum requirements of the law.
- **Students in grades 7-12:** A Tdap at age 11 years or later is required for students in grades 7-12. If a child received Tdap at age 7-10 years another dose is not needed at age 11-12 years. However, if it was only a Td, a Tdap dose at age 11-12 years is required.
- **Students 11-15 years of age:** A 3rd dose of hepatitis B vaccine is not required for students who provide documentation of the alternative 2-dose schedule.
- **Students 18 years of age or older:** Do not need polio vaccine.

Instructions, please complete:

Box 1 to certify the child's immunization status

Box 2 to file an exemption (medical or conscientious)

Box 3 to provide consent to share immunization information (optional)

1. Certify Immunization Status. Complete A or B to indicate child's immunization status.	
A. Received all required immunizations: I certify that this student has received all immunizations required by law. <hr style="width: 80%; margin-left: 0;"/> Signature of Parent / Guardian OR Physician / Public Clinic _____ Date	B. Will complete required immunizations within the next 8 months: I certify that this student has received at least one dose of vaccine for diphtheria, tetanus, and pertussis (if age-appropriate), polio, hepatitis B, varicella, measles, mumps, and rubella and will complete his/her diphtheria, tetanus, pertussis, hepatitis B, and/or polio vaccine series within the next 8 months. The dates on which the remaining doses are to be given are: <hr style="width: 80%; margin-left: 0;"/> Signature of Physician / Public Clinic _____ Date

2. Exemptions to School Immunization Law. Complete A and/or B to indicate type of exemption.	
A. Medical exemption: No student is required to receive an immunization if they have a medical contraindication, history of disease, or laboratory evidence of immunity. For a student to receive a medical exemption, a physician, nurse practitioner, or physician assistant must sign this statement: I certify the immunization(s) listed below are contraindicated for medical reasons, laboratory evidence of immunity, or that adequate immunity exists due to a history of disease that was laboratory confirmed (for varicella disease see * below). List exempted immunization(s): <hr style="width: 80%; margin-left: 0;"/> Signature of physician/nurse practitioner/physician assistant _____ Date *History of varicella disease only. In the case of varicella disease, it was medically diagnosed or adequately described to me by the parent to indicate past varicella infection in _____ (year) <hr style="width: 80%; margin-left: 0;"/> Signature of physician/nurse practitioner/physician assistant (If disease occurred before September 2010, a parent can sign.)	B. Conscientious exemption: No student is required to have an immunization that is contrary to the conscientiously held beliefs of his/her parent or guardian. However, not following vaccine recommendations may endanger the health or life of the student or others they come in contact with. In a disease outbreak schools may exclude children who are not vaccinated in order to protect them and others. To receive an exemption to vaccination, a parent or legal guardian must complete and sign the following statement and have it notarized: I certify by notarization that it is contrary to my conscientiously held beliefs for my child to receive the following vaccine(s): <hr style="width: 80%; margin-left: 0;"/> Signature of parent or legal guardian _____ Date Subscribed and sworn to before me this: _____ day of _____ 20_____ <hr style="width: 80%; margin-left: 0;"/> Signature of notary

3. Parental/Guardian Consent to Share Immunization Information (optional):	
Your child's school is asking your permission to share your child's immunization documentation with MIIC, Minnesota's immunization information system, to help better protect students from disease and allow easier access for you to retrieve your child's immunization record. You are not required to sign this consent; it is voluntary. In addition, all the information you provide is legally classified as private data and can only be released to those legally authorized to receive it under Minnesota law. I agree to allow school personnel to share my student's immunization documentation with Minnesota's immunization information system:	
<hr style="width: 80%; margin-left: 0;"/> Signature of parent or legal guardian	<hr style="width: 80%; margin-left: 0;"/> Date