

## Nonpublic Schools Not Seeking State Approval Guidelines and Instructions

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These guidelines provide valuable information to families and schools about nonpublic schools not seeking state approval. The Louisiana Department of Education (LDOE) provides a similar guideline for approved [Home Study Programs](#).

If families have any questions about implementing a nonpublic school not seeking state approval, they can email [homestudy@la.gov](mailto:homestudy@la.gov).

### Overview

Non public schools may, but are not required to, seek state approval. Families wishing to independently educate their children have the option of attending a Nonpublic School Not Seeking State Approval or an approved Home Study Program. It is important to note that attending a nonpublic school not seeking state approval does not serve as confirmation that students are meeting compulsory attendance laws. Schools are to maintain student attendance records (see the Compliance Information section below for more information).

Additionally, please note that students enrolled in a Nonpublic School Not Seeking State Approval:

1. are not considered enrolled in a BESE-Approved Home Study Program or BESE-Approved Nonpublic School;
2. are not eligible for Tuition Opportunity Program for Students (TOPS) scholarships;
3. are not required to take state testing. However, testing is available upon request through the local school system for only the 4th and 8th grade LEAP. Contact the school system in January for applicable testing dates and fees;
4. do not receive a diploma carrying the same weight as a state issued diploma. However, students may still receive a diploma in accordance with the nonpublic school not seeking state approval's policies. However, a diploma received in an Approved Home Study program does carry the same weight as a state issued diploma (please see the [Home Study Guidance](#) for more information).

### Common Terms

**Home School:** The words “home school” are often used by parents to refer to their child’s participation in an approved home study program and/or enrollment in a non-public school not seeking state approval. These options are described below.

**Home Study:** R.S. 17:236.1 allows parents to seek approval from BESE (through the LDOE, its administering agency) to educate their child through a home study program. Parents are required to seek initial state approval for their home study program within 15 days after it has commenced.

**Nonpublic School Not Seeking State Approval:** May be called a “registered nonpublic school” and has not met the criteria established by the department for approval, or does not wish to seek state approval.

## Submitting Enrollment

Nonpublic schools not seeking state approval must annually submit enrollment information for their school by using the [online attendance submission form](#). State law outlines the attendance submission process, which is what is required to report a student in a Nonpublic School Not Seeking State Approval. Submitting attendance is required on an annual basis to notify the LDOE of the existence of the nonpublic school not seeking state approval. Persons entering their email address on the form will receive an Attendance Submission Confirmation letter via email immediately upon completion of submission. The attendance submission confirmation is valid for one year from the date of the letter.

Pursuant to R.S. 17:232(C), schools shall be required to report to the state Department of Education their total attendance as of the thirtieth day of their school term or session. Please see the Compulsory Attendance section below for more information on attendance requirements.

Information provided to the LDOE when submitting attendance information for a nonpublic school not seeking state approval includes:

### Name of School

- Indicate the name given to the school. Do not enter the name of the school that the child is currently attending or the name of the curriculum/program.

### Address of the School

- Indicate the address of the school. This is the address of the school facility, not the address of the curriculum source or school that the student previously attended.

### School Leader's Name

- Indicate your name or name of the person responsible for the school.

### Total Student Enrollment

- Indicate the total student enrollment. It is not necessary to submit additions and deletions to the enrollment during the year. This is a one-time enrollment count. Every parent, guardian or other person having custody or control of a child between the ages of five and eighteen has the responsibility of ensuring that the child regularly attends school. See below for compulsory attendance information.

### Assurance Statement

- The school leader must agree to the assurance statement and submission data by checking the box attesting that the information provided on the form is true and correct. The school shall, upon the request of the city or parish public school system within which such school is located, state whether any individual student is enrolled in such school and whether such pupil is fulfilling the compulsory attendance requirements provided under R.S. 17:221.

The attendance submission form can be found here: <https://ldoe.edlink.la.gov/#/NPNSBHome>

## Withdrawal from Public School

There is no documentation that a parent or legal guardian must provide in order to withdraw a child from school. A public school cannot refuse to let a parent or guardian withdraw their child from school. Parents may officially withdraw their student from their current school prior to enrolling in a Nonpublic School Not Seeking State Approval.

## Public School System Notification

For any student who has withdrawn from public school during the school year, or who attended public school the year before enrolling in a nonpublic school, the nonpublic school must provide a written notice of enrollment to the public school the student last attended. This notification may include a request for the student's transcript.

In accordance with [R.S. 17: 221.3](#), Nonpublic Schools Not Seeking State Approval have 10 days of the enrollment of the student to provide the student's former public school with a notice of enrollment that shall:

- be provided for a student who has withdrawn from a public school during a given school year, as well as for a student who had attended a public school at the end of the previous school year and enrolled in a private school or adult education program the following school year
- be provided only for a student age twenty-one or younger who attended public school in grades kindergarten through twelve immediately prior to the enrollment of such student in the schools or programs required in this Subsection to provide written notice, and who had not completed twelfth grade
- be provided directly to the public school that each student had attended immediately prior to enrollment
- be a written notification of enrollment which may be a written request for a student's transcript if such transcript request occurs after the student has been accepted for enrollment, with such written request or notification containing at a minimum the student's legal name, date of birth, gender, and race
- occur within ten days of the enrollment of such student

All school districts are provided with a list of their district's nonpublic schools not seeking state approval on a quarterly basis and may email [homestudy@la.gov](mailto:homestudy@la.gov) if they require additional information from the LDOE.

Each public school which receives a transcript request or written notice of enrollment shall immediately notify appropriate entities within their city or parish school system to ensure the accurate recording of such information within that system's student information system.

As prescribed in R.S. 17:232(D), each city or parish school system may also directly contact any of the schools or programs required by this Section to provide written notice regarding any students known or suspected to be enrolled in such schools or programs, and for which appropriate notification had not been received. Such schools or programs shall provide within ten days the enrollment status of the students in question.

## Compliance Information

Please find further information on Compulsory Attendance Laws, Required Documentation for Obtaining a Driver's License or Learner's Permit, Immunization law, and the process for withdrawing students from school below.

| Topic   | Topic Description   |
|---|---|
| <b>Compulsory Attendance Law</b>                | <p>Every parent, guardian or other person having custody or control of a child between the ages of five and eighteen has the primary responsibility of ensuring that the child regularly attends school. Louisiana law provides for parent, state, and school district responsibilities' regarding compulsory attendance laws:</p> <ul style="list-style-type: none"> <li>• R.S. 17:221. A.1-4. School attendance, compulsory ages, and duty of parents</li> <li>• R.S.17:230. Powers and duties of visiting teachers, or supervisors of child welfare and attendance</li> <li>• R.S. 17:232.C. and D. Attendance records, principals' and teachers' duty to furnish; penalty for violation; pupil absence upon own authority prohibited;</li> </ul>  |
| <b>Required Student Enrollment Notification</b> | <p>Pursuant to LA R.S. 221.3, the nonpublic school not seeking state approval shall provide a written notification of enrollment for every student who had attended a public school immediately prior to their enrollment in the private school or adult education program. Such notification shall:</p> <ol style="list-style-type: none"> <li>Be provided for a student who has withdrawn from a public school during a given school year, as well as for a student who had attended a public school at the end of the previous school year and enrolled in a private school the following school year.</li> <li>Be provided only for a student age twenty-one or younger who attended public school in grades kindergarten through twelve immediately prior to the enrollment of such student in the schools or programs required in this Subsection to provide written notice, and who had not completed twelfth grade.</li> <li>Be provided directly to the public school that each student had attended immediately prior to enrollment.</li> <li>Be a written notification of enrollment which may be a written request for a student's transcript if such transcript request occurs after the student has been accepted for enrollment, with such written request or notification containing at a minimum the student's legal name, date of birth, gender, and race.</li> <li>Occur within ten days of the enrollment of such students.</li> </ol> <p>Each public school which receives a transcript request or written notice of enrollment shall immediately notify appropriate entities within their city or parish school system to ensure the accurate recording of such information within that system's student information system.</p> <p>As prescribed in R.S. 17:232(D), each city or parish school system may also directly contact any of the schools or programs required by this Section to</p> |

| Topic   | Topic Description  |
|---|--|
|   | <p>provide written notice regarding any students known or suspected to be enrolled in such schools or programs, and for which appropriate notification had not been received. Such schools or programs shall provide within ten days the enrollment status of the students in question.</p>  |
| <p><b>Special Education</b></p>   | <p>Students attending an Approved Home Study program or a Nonpublic Not Seeking State approval program do not qualify for special education and related services under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400, et seq., nor do those students in such programs qualify for modifications and/or accommodations under §504 of the Rehabilitation Act or the Americans with Disabilities Education Act. (Adopted by the SBESE on November 15, 1984. Revised April 2002.)</p> <p>For additional information regarding educating students with exceptionalities, please visit the Students with Disabilities section of the LDOE's website: <a href="https://doe.louisiana.gov/topic-pages/students-with-disabilities">https://doe.louisiana.gov/topic-pages/students-with-disabilities</a></p>   |
| <p><b>Required Documentation for Obtaining a Driver's License or Learner's Permit</b></p> | <p>Pursuant to LA R.S.32:431.1, Louisiana students enrolled in a nonpublic school not seeking state approval must certify that they meet required school attendance for the purposes of obtaining a driver's license or a learner's permit. To certify the required attendance, please keep a copy of the Attendance Submission Confirmation letter sent upon the successful submission of enrollment information for a nonpublic school (not seeking state approval). If the nonpublic school (not seeking state approval) submitted attendance information online, then the Attendance Submission Confirmation letter will be sent to the email address provided. In addition to this letter, completion of "Certification of School Attendance Form" must be completed and signed by a parent (ATTACHMENT A on page 7).</p> <p>Families of students enrolled in a nonpublic school not seeking state approval should provide a copy of this letter and confirmation of enrollment in the nonpublic school not seeking state approval as documentation of school attendance to the Department of Motor Vehicles for the purpose of obtaining a driver's license or learner's permit.</p> |
| <p><b>Immunization Law</b></p>  | <p>R.S. 17:170.4(A)(1)(b) states a student who is eleven years old and entering a grade other than the sixth grade and a student who is sixteen years old and entering a grade other than the eleventh grade shall provide satisfactory evidence of current immunization against meningococcal disease in accordance with a directive provided by the state Department of Education and the Department of Health that shall be based on the recommendations of the Center for Disease Control and Prevention as a condition of entry for public and nonpublic schools. Exemptions include: parent/guardian waivers for religious or personal reasons, or a written statement from a physician stating contraindicated medical reasons, including shortage of supply of vaccine. Chief school administrators are responsible for checking and ensuring enforcement of this law.</p>   |

## Compulsory Attendance

Louisiana state law (R.S. 17:221) requires every parent or other person in Louisiana having control or charge of any child who is age five by September thirtieth of the calendar year in which the school year begins through eighteen shall send the child to a public or nonpublic school, as defined by R.S. 17:236, unless the child's parent or legal guardian opted to defer enrollment of his child in kindergarten pursuant to R.S. 17:151.3(D) or the child graduates from high school prior to his eighteenth birthday to send such child to a public or private day school. Any child below the age of five who is legally enrolled in school is also subject to this law. Parents and other responsible persons are required to send the child to a public or private day school, assure the attendance of such child in regularly assigned classes during the instructional hours of the school, and assure that the child is not habitually tardy from school.

R.S. 17:236 defines a school as an institution for the teaching of children, consisting of an adequate physical plant, instructional staff members, and students. Schools must operate a minimum session of not less than one hundred eighty days. Additionally, per R.S. 17:236, if a non-public school receives no local, state, or federal funds or support, directly or indirectly, instructional staff members shall meet requirements as may be prescribed by the school or church. Any such school shall operate a minimum session of not less than one hundred eighty days.

As required by law, the LDOE will notify the local superintendent when a home study application has been received and when any subsequent action is taken on the application. Any non-public school not seeking state approval has ten days to provide notice of enrollment to the public school the student last attended.

Please note that R.S. 17:230 and Children's Code Article 733.1 authorize and direct visiting teachers, supervisors of child welfare and attendance, and peace/probation officers to investigate cases of nonenrollment and unexcused absences from school of all children within the compulsory school attendance age. Pursuant to R.S. 17:233, if a child is out of school and the parent or legal guardian has not yet applied or been approved for home study or sent notice of enrollment as a non-public school not seeking state approval, the visiting teachers and supervisors of child welfare and attendance may be mandated to contact the parent or legal guardian to inquire about the child's attendance in a school or a home study program. Any questions about a parent's compliance with compulsory attendance laws should be directed to one of these designated individuals.

## Compulsory Attendance

Public schools exiting a student to a nonpublic school shall use the following exit codes:

- Approved Home Study: exit code 16
- Nonpublic School Not Seeking State Approval: exit code 44
- Nonpublic School Seeking State Approval (approved by the Board of Elementary and Secondary Education): exit code 14

## Appendix A: Certification of Required School Attendance

For the purposes of obtaining a Driver's License or Learner's Permit Pursuant to LA R.S. 32.432.1.

(Not Required)

|   |             |                                    |
|---|-------------|------------------------------------|
| <b>Student's Full Legal Name (Last, First, MI):</b> | <b>Sex:</b> | <b>Date of Birth: (MM/DD/YYYY)</b> |
| <b>Student's Physical Address:</b>                  |             |                                    |
| <b>Student's City, State, Zip:</b>                  |             |                                    |

(Required)

|  |   |
|--|---|
| Check the box below that best aligns to the student. |   |
| <input type="checkbox"/>                             | Received a high school diploma or high school equivalency (HSE) credential.   |
| <input type="checkbox"/>                             | Enrolled and is attending the school listed below.  |
| <input type="checkbox"/>                             | Enrolled and is attending a course leading to a HSE credential.   |
| <input type="checkbox"/>                             | Completed the required minimum units of credit for high school graduation and all other graduation requirements as mandated by the State Board of Elementary and Secondary Education (BESE).  |
| <input type="checkbox"/>                             | Received a special education certificate of achievement certifying that the student has completed high school.  |
| <input type="checkbox"/>                             | Enrolled in and participating in a BESE-approved Home Study program or a nonpublic school not seeking state approval.   |
| <input type="checkbox"/>                             | Requested and received a decision by the appropriate authority that the minor is unable to attend any school or program due to circumstances beyond the control of the minor and has not been determined to be a dropout or habitually absent or tardy as provided in LA R.S. 32:431.1. |

(Required)

|   |                             |
|---|-----------------------------|
| <b>School Name:</b>   | <b>School Phone Number:</b> |
| <b>School Physical Address:</b>   |                             |
| <b>School Leader's Printed Name:</b>  |                             |
| <b>School Leader's Signature:</b>   | <b>Date: (MM/DD/YYYY)</b>   |
| This form serves as documentation of the aforementioned minor's compliance with LA R.S. 32:431.1 and is valid for a period of ninety (90) days from the date of issuance. Please submit completed forms to the Louisiana Department of Public Safety, Office of Motor Vehicles. |                             |



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## Nonpublic School Not Seeking State Approval Attendance Submission

### School Information

|                         |  |
|-------------------------|--|
| School Year             |  |
| School Name             |  |
| Total Students Enrolled |  |

### School Leader Information

|                            |  |
|----------------------------|--|
| School Leader's First Name |  |
| School Leader's Last Name  |  |
| Telephone Number           |  |
| Email Address              |  |

Providing your email address allows the Louisiana Department of Education to automatically email you a confirmation that your attendance has been submitted.

### School Address

|   |  |
|---|--|
| Street Name   |  |
| City  |  |
| Zip Code  |  |
| Parish  |  |
| What school system would your student(s) have attended? |  |

### Assurance Statement

☐

By checking this box and entering the name above, I, the leader of the above-named nonpublic school, hereby attest that the information provided on this form is true and correct. I agree, on behalf of the school, to comply with student enrollment notification requirements as indicated in [R.S 17:232.C](#).



## Nonpublic School Not Seeking State Approval Attendance Submission

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### School Information

|                         |  |
|-------------------------|--|
| School Year             |  |
| School Name             |  |
| Total Students Enrolled |  |

### School Leader Information

|                            |  |
|----------------------------|--|
| School Leader's First Name |  |
| School Leader's Last Name  |  |
| Telephone Number           |  |
| Email Address              |  |

Providing your email address allows the Louisiana Department of Education to automatically email you a confirmation that your attendance has been submitted.

### School Address

|   |  |
|---|--|
| Street Name   |  |
| City  |  |
| Zip Code  |  |
| Parish  |  |
| What school system would your student(s) have attended? |  |

### Assurance Statement

☐

By checking this box and entering the name above, I, the leader of the above-named nonpublic school, hereby attest that the information provided on this form is true and correct. I agree, on behalf of the school, to comply with student enrollment notification requirements as indicated in [R.S 17:232.C](#).