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State Superintendent



NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

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TO: School Superintendents and District Test Coordinators

FROM: Bonnie Weisz, Assistant Director, Office of Assessment, Division of Student Support & Innovation

DATE: August 12, 2020

RE: Parental Directive Reporting

Dear Administrator,

House Bill (HB) 1389 went into effect August 1, 2017. This bill states, **“A student's parent may direct the school district in which the student is enrolled not to administer to the student any state test or state assessment required in accordance with section 15.1-21-08.”**

Previously, the North Dakota Department of Public Instruction provided a standard form to districts to be used in obtaining a parent directive to withhold administration of a student assessment. This [form](#) is required to be on the district's website at the start of each school year.

Parents will need to complete an individual form for each student and each assessment from which they wish to be exempt, as well as the school year in which they are requesting exemption. The form is to be completed each year by the parent in order for the student to be exempt in the current school year. School districts are required to retain the form in the student's file and to compile information for a yearly report, regarding how many directives were received and for which assessments.

In response to feedback received from the field, Parental Directive reporting will now be available throughout the school year. Districts will need to work with their schools to report any Parental Directive data directly in the STARS Enrollment Report. Instructions for reporting are attached.

If you have questions regarding this form or the administration of it, please contact the [NDDPI Assessment Office](#).

Enclosures: Parental Directive Guidance and Parental Directive Reporting Instructions

ND School for the Deaf/RCDHH
Devils Lake, ND
(701) 665-4400

ND State Library
Bismarck, ND
(701) 328-2492

ND Vision Services/School for the Blind
Grand Forks, ND
(701)795-2700



Instructions for Completing Parental Directive Report in STARS

- Login to STARS Enrollment at the District Level
- Select 2020-2021 School Year
- Choose the school
- Enter a grade and/or last name
- Click on the filter button
- Click on student's start date
- Check Out page
- At the bottom, check the box in front of any assessment in which a Parental Directive form was received
- Save changes
- Check In
- Repeat steps for each student with a Parental Directive form on file
- Place paper form in student's file

Note: Parental Directives may be reported at any point during the school year. All Parental Directives must be reported in STARS by the Spring Enrollment Report Due Date.

For questions on Parental Directive Reporting, please contact the [NDDPI Assessment Office](#).

15.1-21-08.1. Parental directive - Administration of tests and assessments - Report.

A student's parent may direct the school district in which the student is enrolled not to administer to the student any state test or state assessment required in accordance with section 15.1-21-08.

Procedure for Completing the Parental Directive Process:

1. Each school district shall post the Department of Public Instruction's Parental Directive form on its website and make the form available to a parent, upon request.
2. The form may be used for the ND State Assessments (Language Arts, Math, and Science), as well as ND Alternate Assessments and local interim assessments. It is the school's responsibility to inform parents of the interim assessments used. They will need to type this assessment under "other."
3. The parental directive **does not apply** to:
 - Any test or assessment required by the student's school district of enrollment or this state for the completion of any grade from kindergarten through twelve;
 - Any test or assessment required by the student's school district of enrollment or the state for high school graduation;
 - The ACT; or
 - WorkKeys assessments.
4. A parental directive is valid only if it is presented to the school district using the standardized form, prepared by the Department of Public Instruction, and signed by the student's custodial parent.
5. One form must be completed for each student for each individual assessment. A parental directive is valid only until the conclusion of the school year in which it is received by the school district.
6. A parental directive submitted to a school district in accordance with this section must be retained as part of the student's educational record.
7. At the time and in the manner directed by the superintendent of public instruction, each school district shall provide a report regarding:
 - The number of parental directives received;
 - The number of parental directives applicable to students who are economically disadvantaged, students from major racial and ethnic groups, students with disabilities, and students with limited English proficiency; and
 - Any loss of funding stemming from the parental directives.
8. A school district is not liable for any consequences incurred by a student as a result of a parental directive submitted in accordance with this section.
9. A school district is not required to provide instruction or activities for a student during the administration of any test or assessment referenced in the parental directive submitted by the student's parent.