



2022-2023 State-Accredited Nonpublic School Universal Desk Audit

Consolidated Accountability and Support Application Collection

Collection Information

Purpose

The purpose of this document is to ensure state-accredited nonpublic schools maintain ongoing compliance with state and federal legal requirements while working toward continuous improvement of instruction and student learning.

Submission

State-accredited nonpublic schools will submit the K-12 Universal Desk Audit in the [Consolidated Accountability and Support Application \(CASA\)](#), which is available through the [Education Portal](#).

Deadline

December 15, 2022

Nonpublic School Universal Desk Audit Requirements

Item (Law and/or Rule)	Evidence to Upload in the CASA	Example(s)
Board Policies (Iowa Code §§ 216.9, 256.7, 279.8, & 280.3; 281— IAC 12.5 & 12.8.)	Board policies addressing: <ul style="list-style-type: none"> • Curriculum Development • Curriculum Implementation • Curriculum Evaluation 	The Iowa Association of School Boards (IASB) sample policies: 602.1, 602.2, & 602.3 ¹
Elementary School Program (Grades 1-6; 281— IAC 12.5(3))	Health matrix Master schedule for grades 1-6 must include the following items: <ul style="list-style-type: none"> • Physical Education, • Music, and • Art 	Upload a copy of the Health Matrix Master elementary schedule must include the following items, which must be clearly labeled for each grade level: <ul style="list-style-type: none"> • Physical Education • Music • Art

¹The IASB sample policies are provided as a reference only. While state-accredited nonpublic schools commonly use IASB’s sample policies service, there is no requirement to do so. If a school does use the IASB samples, the school should take care to “localize” the content to ensure alignment with school practices. All school board policies must be reviewed every five (5) years (281— IAC 12.3(2)).

Item (Law and/or Rule)	Evidence to Upload in the CASA	Example(s)
Junior High School Program (Grades 7 & 8; Iowa Code § 256.11(4))	Health matrix Master schedule for grades 7-8 must include the following items: <ul style="list-style-type: none"> ● Physical Education, ● Music, and ● Art 	Upload a copy of the Health Matrix Master junior high schedule must include the following items, which must be clearly labeled for each grade level: <ul style="list-style-type: none"> ● Physical Education ● Music ● Art
High School Program (Required for schools serving students in grades 9-12; 281—IAC 12.5)	Master schedule for grades 9-12 Course catalog	High school master schedule must include the following items, which must be clearly labeled for each grade level: <ul style="list-style-type: none"> ● English-Language Arts (6 units) ● Social Studies (5 units) ● Mathematics (6 units) ● Science (5 units) ● Health (1 unit) ● Physical Education (1 unit) ● Fine Arts (3 units) ● World Language (4 units) ● Vocational education (5 units) ● Computer Science (0.5 unit) Course catalog
Attendance Center & Course Enrollment Data (281—IAC 12.1(1))	Evidence of annual review of attendance center and course enrollment data disaggregated by race, national origin, gender, and disability for grades 9-12	Meeting minutes in which data was reviewed Plan to address issues discussed in the meeting Attendance Center Course Enrollment Guidance

Additional Review

The desk audit will also review items uploaded in Basic Educational Data Survey (BEDS) and Student Reporting in Iowa (SRI), such as:

- Calendar and
- Appropriate staff licensure.

Contacts

Please contact the appropriate Iowa Department of Education School Improvement consultant with questions.

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