



2021-2022 NonPublic School Desk Audit

Purpose:

Nonpublic schools, working toward continuous improvement of instruction and student learning, assure ongoing compliance with state and federal legal requirements.

Deadline:

December 15, 2021

Submission:

Nonpublic School Desk Audit information will be submitted in the [Consolidated Accountability and Support Application \(CASA\)](#) which is available through the [education portal](#).

Nonpublic School Desk Audit Requirements:

Item	Evidence to upload in CASA	Law and/or rule	Example
Board Policies	<ul style="list-style-type: none">Board Policy addressing High School Graduation RequirementsEarly Graduation Requirements	Iowa Code 256.7(26) Iowa Code 280.14 281-IAC 12.3(5)	*IASB Sample Policy <ul style="list-style-type: none">505.5505.6
Elementary Program (Grades 1-6)	<ul style="list-style-type: none">Health MatrixMaster schedule grades: 1-6	281—IAC 12.5(3)	Upload a copy of this Health Matrix Master Schedule for grades 1-6 must include the following items clearly labeled at each grade level: <ul style="list-style-type: none">Physical EducationMusicArt
Junior High (Grades 7 and 8)	<ul style="list-style-type: none">Health MatrixMaster schedule grades 7 and 8	Iowa Code 256.11(4)	Upload a copy of this Health Matrix Master Schedule for grades 7-8 must include the following items clearly labeled at each grade level: <ul style="list-style-type: none">Physical Education

Item	Evidence to upload in CASA	Law and/or rule	Example
			<ul style="list-style-type: none"> • Music • Art
High School Program (Required for districts serving students in grades 9-12)	<ul style="list-style-type: none"> • Master Schedule for grades 9-12 • Course Catalog 	281—IAC 12.5	High School Master Schedule (Grades 9-12): <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 Course Catalog
Attendance Center and Course Enrollment Data	<ul style="list-style-type: none"> • Evidence of annual review of attendance center and course enrollment data disaggregated by race, national origin, gender, and disability for grades 9-12. 	281—IAC 12.1(1)	<ul style="list-style-type: none"> • Minutes of meeting in which data was reviewed • Plan to address issues discussed in the meeting • Attendance Center Course Enrollment Guidance

*The Iowa Association of School Boards (IASB) sample policies indicated below are provided as a reference only. While it is common to find districts that use this service from IASB, there is no requirement that a district do so. If a district does use the IASB samples, care should be taken to “localize” the content to assure alignment with district practices. All school board policies must be reviewed every five (5) years. 281-IAC 12.3(2).

Desk audit will also review items uploaded in BEDS and SRI, such as:

- Calendar
- Appropriate staff licensure

Contacts:

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

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