

# Keeping Compliant with Home School Rules

A discussion about home school documents recordkeeping, and reporting.

# What is compliance?

Compliance is the act of fulfilling the official requirements necessary to teach you child at home.

Though it is legal in every state to homeschool your children, not every state facilitates this choice in an effortless way.

Each state has its own set of homeschooling laws and requirements. Most of this information is available online, and through home-school organizations who have taken most of the guesswork out of transitioning to home-school instruction.

Yet and still there are many documents that may need to be submitted, filled out and filed in a timely way to legally continue teaching your young ones at home.

This presentation was designed to inform and answer questions about starting and maintaining good records in order to stay compliant with your state's homeschool laws.

# In a perfect world...

We could teach valuable and meaningful content when we wanted how we wanted throughout the year. Though home-school affords us some measure of control over our children's education, there are still many areas that are non-negotiable when it comes to educating our youth.

Home school must be equivalent (legally) but we believe should **exceed** the academic quality of local public schools.

Students must attend school for the same amount of time that public school students do. **This is typically 180 days a year.**

Students must display progressive improvement from year to year. This can be assessed in a number of ways, but is most commonly measured through **standardized testing**. (not mandatory in every state)

In short most states have policies that require the parents of prospective home-schooled students to **register, record and report**.

# Registration

As stated previously starting homeschool instructions varies from state to state, but in most states parents must send a **letter of intent** to homeschool, to the home-school offices, or district superintendencies that oversee their local institutions.

This letter must usually be sent within 15-30 days of instruction. Some states require this form by September 1st (GA), but many require it **July 1**, BEFORE the fall "semester" begins.

State officials also might require **additional forms** that require the homeschool parent to outline the courses to be taught for the entire school year in advance. These documents usually require subjects, content lists and materials such as textbooks.

# Letter Of Intent/ Compliance



Elayna Konstan, Chief Executive Officer  
Office of School & Youth Development  
52 Chambers Street, Room 218  
New York, NY 10007

Dennis M. Walcott  
Chancellor

W. HARRINGTON, DIRECTOR  
CENTRAL OFFICE OF HOME SCHOOLING  
333 SEVENTH AVENUE, 7<sup>TH</sup> FLOOR  
NEW YORK, NY 10001

9-12

July 1, 2012

Dear Parent/Guardian:

The Central Office of Home Schooling welcomes you to the **2012-13** school year. The enclosed Individualized Home Instruction Plan (IHIP), Quarterly Reports and Information Packet have been revised in order to assist you in the accurate preparation and timely submission of all compliance items.

Please be aware that receipt of this letter does not necessarily confirm the satisfactory completion of all requirements for the 2011-12 school year. *If you have submitted a Letter of Intent, IHIP, appropriate Quarterly Reports, and an Annual Assessment for 2011-12 then you are ready to move on to the 2012-13 school year.* You must complete all of the requirements for the 2011-12 school year before you may begin the 2012-13 school year.

If you have not already done so, in order to officially begin home schooling for the 2012-13 school year, you must submit a Letter of Intent. A new Letter of Intent is required at the start of each school year [see enclosed NYSED Commissioner's Regulation Part 100.10 (b)]. The Letter of Intent should be mailed to:

**Central Office of Home Schooling**  
333 Seventh Avenue, 7<sup>th</sup> Floor  
New York, NY 10001

It is important to read the enclosed copy of NYSED Commissioner's Regulation Part 100.10. This regulation explains all of the rights and responsibilities of parents residing in New York who choose to home school their children. If you still have questions about home schooling please contact us at (917) 339-1793.

For your convenience we have provided below a schedule of compliance items and due dates for the 2012-13 school year. It is solely the responsibility of the parent or guardian of each child to submit these items on time and according to the mandates of Commissioner's Regulation Part 100.10.

*Due 4/11/13* →

2012-13 COMPLIANCE ITEM	DUE DATE
Letter of Intent	*July 1, 2012 [see Part 100.10 (b) for exceptions]
Individualized Home Instruction Plan (IHIP) ✓	<del>*August 15, 2012</del> [see Part 100.10 (c) for details]
Quarterly Report #1	*November 15, 2012
Quarterly Report #2	*January 31, 2013
Quarterly Report #3	*April 15, 2013
Quarterly Report #4 ✓	*June 30, 2013
Annual Assessment ✓	June 30, 2013

NYSED Commissioner's Regulation Part 100.10 (b) (1) (ii) - Parents may determine actual dates of quarterly reports submission on the final

# Instruction Plan (example 1)

HOME SCHOOLING  
**INDIVIDUALIZED HOME INSTRUCTION PLAN (IHIP)**  
 GRADES 1 - 6 UNITS OF CUMULATIVE REQUIREMENTS  
 Unit means 6,480 minutes or 108 hours of instruction per year

SCHOOL YEAR \_\_\_\_ - \_\_\_\_

CHILD'S INFORMATION				
Name: Last	First	Middle	Age/ Date of Birth	Grade Level
Address:		Apt. #		
City		State	Zip	
PARENT'S INFORMATION				
Name: Last		First	Home Telephone: (    )	
E-mail Address:		Emergency Contact #: (    )		
Fax # (    )		Cell Phone #: (    )		

SUBJECTS Cumulative for Grades 1-6	TEXTBOOKS	CURRICULUM
English Language		
Science		

SUBJECTS	TEXTBOOKS	CURRICULUM

# Instruction plan (Ex. 1 con't)

SUBJECTS	TEXTBOOKS	CURRICULUM
Spelling		
Writing		
Geography		
U. S. History		
<b>Other:</b> Patriotism, Citizenship, Health Education on Alcohol, Drug and Tobacco Misuse, Highway Safety, Traffic Regulation and Bicycle Safety, Fire and Arson, Prevention and Safety		

# Quarterly Reporting Form -3

SUBJECT	DESCRIPTION OF MATERIAL COVERED	HOURS OF INSTRUCTION	GRADE OR WRITTEN EVALUATION
<b>Other:</b> Patriotism, Citizenship, Health Education on Alcohol, Drug and Tobacco Misuse, Highway Safety, Traffic Regulation and Bicycle Safety, Fire and Arson, Prevention and Safety			
Bilingual Education (if necessary)			

JEE-04

Report prepared by \_\_\_\_\_  
 Print Instructor(s) Name, Signature, and Subject

\_\_\_\_\_  
 Print Instructor(s) Name, Signature, and Subject

\_\_\_\_\_  
 Print Instructor(s) Name, Signature, and Subject

\_\_\_\_\_  
 Print Instructor(s) Name, Signature, and Subject

\_\_\_\_\_  
 Print Instructor(s) Name, Signature, and Subject



**GRADES 9-12 CUMULATIVE INSTRUCTIONAL REQUIREMENTS**

[Notes: Hours of instruction for grades 9-12 shall be 990 hours per year.  
A unit means 6,480 minutes (or 108 hours) of instruction per year.]

**SCHOOL YEAR 2012-13**

*Due 4/4/13*

CHILD'S INFORMATION			
Last name:		First name:	
Date of birth:		2012-13 Grade level:	
9-Digit NYC Student ID # (if known):			
PARENT'S INFORMATION			
Last name:		First name:	
Home address:			Apt. #:
City:		State: <b>NY</b>	Zip:
Home telephone:	Alternate telephone:		e-mail address:

<b>SUBJECTS</b> Cumulative for grades 9-12	<b>Syllabi, curriculum materials, textbooks <u>or</u> plan of instruction</b>
English (4 units)	
Social Studies (2 units)	
American History (1 unit)	

# IHIP - High School (2)

Participation in Government (1/2 unit)	
Economics (1/2 unit)	
Mathematics (2 units)	
Science (2 units)	
Art and/or Music (1 unit)	
Health Education (1/2 unit)	
Physical Education (2 units)	
Electives (3 units)	

# Recordkeeping-Attendance

In states with strict home-school requirements, **parents must take attendance daily**. In fact it is best that even in states where mandatory attendance reporting is not necessary that attendance records be taken. These records could be valuable when transitioning to another educational program, state, or college classes.

**Online reporting** (monthly) for attendance is an emerging tool for parents that home school, while most districts that require attendance reporting still prefer paper records.

In many states taking attendance is **mandatory**, although the records do not need to be submitted unless requested by state officials.

Special attention should be taken to document your state's official school calendar year. For example, NYS's calendar year begins July 1st and ends June 30th.

# Recordkeeping- Subjects/Grades

Though most parents are familiar with traditional grading, this may not always be organic or feasible to your method of teaching, or philosophy.

Narrative, and anecdotal evaluation is allowed in many states in lieu of and in addition to traditional grades. In order to facilitate this process, these records should be kept on a weekly basis. Improvements or issues in particular subjects should be noted in a grade book, word processing document, or notebook for use during the generation of quarterly report.

# Recordkeeping- Subjects/Grades

Even if your state does not require these documents be submitted in order to be compliant, they are again valuable records that can help you in future situations. You will find them helpful in creating transcripts, detailing your child's academic success to others, and anticipating future changes in homeschool law.

These types of documents support the authenticity and quality of your child's homeschool experience, and can help them maintain confidence and mastery in an educational setting where competition really is not a driving force for success.

# Quarterly Reporting Form -1

ELEMENTARY SCHOOL (Grades 1 – 6) QUARTERLY REPORT # 1 # 2 # 3 # 4 Date \_\_\_\_\_

Student's L Name. First \_\_\_\_\_ Age / Date of Birth \_\_\_\_\_ Grade Level \_\_\_\_\_

SUBJECT	DESCRIPTION OF MATERIAL COVERED	HOURS OF INSTRUCTION	GRADE OR WRITTEN EVALUATION
English Language			
Science			
Mathematics			
Physical Education (Regularly)			
Visual Arts			
Music			

# Quarterly Reporting Form -2

SUBJECT	DESCRIPTION OF MATERIAL COVERED	HOURS OF INSTRUCTION	GRADE OR WRITTEN EVALUATION
Health (Regularly)			
Reading			
Spelling			
Writing			
Geography			
US History			

# Quarterly Reporting Form (HS)

## Home Schooling Quarterly Report 2012-13

CHILD'S INFORMATION	
Last name:	First name:
2012-13 Grade Level:	9-Digit NYC ID # (if known):

QUARTERLY REPORT INFORMATION	
QUARTERLY REPORT # (check <u>only one</u> ):	Date submitted:
#1 _____ #2 _____ #3 _____ #4 _____	

SUBJECT	DESCRIPTION OF MATERIAL COVERED	GRADE OR WRITTEN EVALUATION

ENTER TOTAL NUMBER OF INSTRUCTIONAL HOURS FOR THIS QUARTER HERE ----->	
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\*Students in grades 1-6 should average approximately 225 hours of instruction per quarter. Students in grades 7-12 should average approximately 247.5 hours of instruction per quarter.  
 \*The number of reports should be proportional to the period of home instruction (e.g. for a student beginning home school in February submit only 3<sup>rd</sup> and 4<sup>th</sup> quarterly reports).  
 \*Please note the following excerpt from NYSED Commissioner's Regulation Part 100.10 (f)(2): *The cumulative hours of instruction for grades 1 through 6 shall be 900 hours per year. The cumulative hours of instruction for grades 7 through 12 shall be 990 hours per year.*



# Example of Quarterly Report

## Home Instruction Quarterly Report

November 15, 20xx

**Name:** child's name

**Hours of Instruction this quarter:** 225+

**Arithmetic:** name practiced writing, recognizing and counting 0 through 10. He also added and subtracted with sums and minuends through 10 and was introduced to number families.

**Reading:** name reviewed the phonograms: m, d, f, g, b, t, s, w, k, j, p, n, c, h, l, r, v as well as short vowel sounds of a, o, i and u. Adam also made word families and reading ladders.

**Spelling:** Name's weekly spelling lists included a selection of words with each of the short vowel sounds as well as words ending in ck, ss and ff.

**Writing:** Name practiced the zaner-blosser method of writing the upper and lower case letters "a" through "p". He also wrote thank you notes, cards to friends and family as well as his own, original, bedtime stories for his two younger siblings.

**English Language:** This quarter, name learned about homonyms, synonyms, antonyms, rhymes and contractions.

**Science and Health Education:** Name learned about healthy eating and food groups. He made many discoveries about teeth, including the parts and functions of teeth and proper oral hygiene. Adam also explored how the eyes function and used a water magnifier to simulate glass correction. Additionally, he studied science in everyday life this quarter as well as participating in nature hikes and field trips to Liberty Ridge Farm, and Battenkill Creamery. Highway safety and traffic regulation were discussed. Basic water safety rules were studied during his red-cross swim lessons.

# Example of Quarterly Report

November 15, 2010

Buffalo Public Schools  
Homeschooling Department  
427 City Hall  
Buffalo, NY 14202

Re:           XXXXX XXXXXX  
              First Quarter Report, due 11/19/10

Dear X

XXXXXXXXX is progressing at a satisfactory level or above in all subjects.

We have had instruction in all the following areas, as per Section 100.10 of the Regulations of the New York State Commissioner of Education and her IHIP: Math, Reading, Writing, Spelling, Language Arts, History/Social Studies, Geography, Science, Health, P.E. and Art. XXXXX participated in swimming lessons and visited the local history museum and the zoo.

We have covered at least 80% of the planned material for this quarter.

XXXXXXXXX had no absences this quarter, and has met the required hours of instruction.

Please feel free to contact me with any questions.

# Example of Quarterly Report (2)

**US & New York State History:** After being introduced to the topic of armed forces, Name attended a Veterans' Day parade with a veteran who helped describe the different branches of the armed forces and equipment used. Name also learned about the discovery of America by Christopher Columbus, as well as Ponce de Leon sighting North America and the Spanish settlement of St. Augustine by Don Pedro and Father Francisco Lopez. Lastly, he explored the first Thanksgiving and was very interested to learn that his distant relative, John Aldrin, was on the Mayflower.

**Geography:** As they applied to other studies or discussions, Name identified the United States and New York State as well as various other states, countries and places of interest on a globe. Name began studying about maps including the purpose of maps, titles, direction words and an introduction to cardinal directions.

**Music:** Name attended a Farmer Jason concert. He played the piano as well as percussion instruments.

**Visual Arts:** Name observed ballerina's practicing. Name used pens, markers, paints, scissors, tape, cloth, glue and other materials to fabricate wonderful creations. Name also completed various projects based on the Church calendar celebrations for his Seton art course.

**Physical Education:** In addition to performing the activities outlined in his Seton phys ed lesson plan, Name played outside regularly, rode his bicycle and scooter, and went for walks and hikes with his family. Name also participated in red-cross swim lessons at the College of Saint Rose.

Progress satisfactory in all areas.

# Recordkeeping- Assessment

Assessments, whether they be tests, quizzes, or portfolio presentations, can play an important role as evidence to your child's educational progression.

Keeping track of your student's performance on these types of measurement tools can help to illustrate your child's success when and if it becomes necessary to do so.

Several states even require that students that are home schooled take the same standardized exams that public and private students take.

The rules about these test are quite confusing, and many states require you have certified professionals administering certain tests, and even denote WHEN your child must take standardized exams.

Most state officials can be very helpful when determining when and what tests your child needs to take to remain compliant. Timing is everything when it comes to this particular subject.

# Reporting - Hours of Instructions

Quarterly reports, much like traditional report cards are a common requirement as it concerns homeschooling. States that require such reporting have set deadlines for each of these reports.

There are particular forms for many states and on each form there is typically an area for narrative reporting and traditional grading.

More importantly, in stricter states, the number of hours of instructional time spent on each subject **MUST** be reported.

Students grades 1-6 students typically must have **900 hours** worth of instructional time on record. While grades 7-12 require 990 hours per school year.

Over the 180 days of instructions this is typically **5 hours - 5.5 hours a day** per school year.

Plan out a daily schedule and make sure you are in compliance daily to avoid non-compliance.

# Reporting- Annual Assessment

Along with the last, or 4th report in states that require quarterly reports is the annual assessment. This usually means you should include a statement that reflects on the year as a whole, highlighting important improvements and academic events.

# Example of Annual Assessment

Home Instruction Annual Assessment  
June 30, 20XX

**Name:** [Child]

[Child] has made adequate academic progress this year. Highlights of the year include: attending workshops at [a local children's museum] and [a local aviation museum], and visiting the Kennedy Space Center, Mount Vernon, Monticello, and Plimoth Plantation. For more details, see the previously submitted quarterly reports.

# Anecdotal Assessment

Indicator	Anecdotal Feedback	Traditional
Comprehension and retention	<p>**** actively seeks knowledge. His natural curiosity meshes well with the class structure and gives him an opportunity to bring fresh and interesting information to the class.</p> <p>**** 's end of class assessments show strong evidence that he has indeed learned and retained the information he has been presented with in this cycle with 96% accuracy.</p>	A
Independent Work	<p>In my last assessment I mentioned my wish to see an improvement on the quality of work being completed independently from "class work". I can see some effort has been made to gain mastery independently from class.</p>	B
Overall Assessment	<p>Science: **** has completed all coursework covering, scientific method, experimental design, data collection, data analysis/reporting, plant physiology, as well as cause and effect relationships in a more than satisfactory manner. **** 's inquisitiveness apparent with each assignment he completed and was actually disappointed for class to be ending for the summer.was</p> <p>Math: **** has performed in a more than satisfactory capacity in math. He excelled in topics such as problem solving, measures of central tendency, conversion of fractions to decimals, and decimals to fraction, percentage problems, rounding, and metric system. Bennu could use some further work in basic geometry as it pertains to the memorization of formulas for area and perimeter (circumference) for basic geometric shapes.</p>	<p>A-</p> <p>A-</p>



# In reflection...

So even though you might not have to operate in a rigid and set fashion when registering, recording and reporting homes school documents to officials, be mindful that it may be to you and your child's benefit to record their progress for many reasons.

Please note:

Many districts even within the SAME school system treat Homeschoolers quite differently from one another. For instance in NYS many offices are fine with documents that are not "official", however in some districts paperwork that is not official might get flagged.

Special thanks to the NYHEN Support group in exemplifying non-traditional reports.