



GENERAL INFORMATION ON HOME SCHOOLING

Marisa Genna
Executive Secretary to the Superintendent
Highland Falls-Fort Montgomery Central School District
21 Morgan Road, Box 287
Highland Falls, NY 10928
(845) 446-9575 x1300
marisa.genna@hffmcsd.org

How do I enroll (or re-enroll) my child in home schooling for this school year?

To begin or to continue home schooling your child, you must annually submit a Letter of Intent. For the 2022-2023 school year, this letter is due on or about July 1, 2022. Please email your Letter of Intent to marisa.genna@hffmcsd.org and include the following:

- Parent or Guardian name
- Your child's name
- Child's date of birth
- Home address, telephone number, email address
- What grade will your child enter in September?

You may send one Letter of Intent that includes multiple children, but a letter of intent is required for every year a child is home schooled.

After a Letter of Intent is sent, what are the next steps?

In order to ensure that your child receives an educational experience aligned to the New York State Education Department (NYSED) Commissioner's Regulation Part 100.10, http://www.p12.nysed.gov/part100/pages/100_10.html, there are several forms that you are required to submit over the course of the school year.

You must provide the items listed below each year by the following dates; note all Quarterly Report deadlines are suggested dates. Parents may specify similar Quarterly Report due dates on the Individualized Home Instruction Plan (IHIP). The number of reports should be proportional to the period of home instruction.

DUE DATE* COMPLIANCE

- July 1, 2022: Submit Letter of Intent
- August 15, 2022: Submit Individualized Home Instruction Plan (IHIP)
- November 18, 2022: Submit Quarterly Report #1
- January 31, 2023: Submit Quarterly Report #2
- April 15, 2023: Submit Quarterly Report #3
- June 24, 2023: Submit Quarterly Report #4 and Annual Assessment

* Indicates dates suggested by the NYSED Office of Home Schooling. Parents may determine actual dates of quarterly reports submission on the final page of IHIP, but reports must be sent in four evenly spaced quarterly intervals. For students entering home schooling during the school year, the number of reports should be proportional to the period of home instruction.

Available Document Templates

To support parents and families, we have provided electronic copies of every form. You are able to download each form at home and print it or fill out the form on your computer or electronic device. A list of the forms is at the bottom of this page.

It is the sole responsibility of the parent or guardian of each child to submit these items on time and according to the mandates of NYSED Commissioner's Regulation Part 100.10.

http://www.p12.nysed.gov/part100/pages/100_10.html

Where do I send documentation?

Parents of children who are currently home schooled must send all compliance items directly to the Superintendent's Executive Secretary, marisa.genna@hffmcsd.org. Please note that compliance items including Letters of Intent, Quarterly Reports, IHIPs, and Annual Assessments *cannot be accepted via fax*.

All documentation must include your child's name as it appears in our records. For *Individualized Home Instruction Plans (IHIP)* and Quarterly Reports, please submit only one form per child - do not list multiple children on the same form even if they are in the same grade.

If you have moved or your contact information has changed, please send an email to marisa.genna@hffmcsd.org along with the student name to avoid any delays.

Questions?

- Read the NY State Education Department's answers to **Frequently Asked Questions** about home schooling: http://www.p12.nysed.gov/part100/pages/100_10.html
- For more detailed information regarding curriculum, read the NY State Education Department's website on curriculum: <http://www.nysed.gov/curriculum-instruction>

DATES OF QUARTERLY REPORT SUBMISSION:

Please indicate the dates you intend to submit quarterly reports. 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 3rd and 4th quarterly reports).

1st Quarter:

2nd Quarter:

3rd Quarter:

4th Quarter:

Name(s) of individual(s) providing instruction:

Signature(s) of Parent(s)/Legal Guardian(s):

Please mail your IHIP to the below address, or submit documents electronically via email to marisa.genna@hffmcsd.org. Feel free to attach additional supporting documentation.

Compliance items including Letters of Intent, Quarterly Reports, IHIPs, and Annual Assessments cannot be accepted via fax.

**INDIVIDUALIZED HOME INSTRUCTION PLAN (IHIP)
GRADES 1-6 INSTRUCTIONAL REQUIREMENTS**

(Notes: Hours of instruction for grades 1-6 shall be 900 hours per year.
While the subjects listed below must be taught, the course content may differ from the public school curriculum.)

SCHOOL YEAR:

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

SUBJECTS	Syllabi, curriculum materials, textbooks <u>or</u> plan of instruction
Arithmetic	
Reading	
Spelling	
Writing	
English Language	

Geography	
United States History	
Science	
Health Education	
Music	
Visual Arts	
Physical Education	
Bilingual education and/or English as a second language where the need is indicated.	
Following subjects to be covered during K-12: patriotism and citizenship; health education regarding alcohol, drug and tobacco misuse; highway safety and traffic regulations, including bicycle safety; and fire and arson prevention and safety.	

Highland Falls-Fort Montgomery
Central School District
Home Schooling Quarterly Report:

CHILD'S INFORMATION	
Last name:	First name:
Grade level:	

QUARTERLY REPORT INFORMATION	
QUARTERLY REPORT # (check <u>only one</u>): #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/>	Date submitted:

SUBJECT	DESCRIPTION OF MATERIAL COVERED	GRADE OR WRITTEN EVALUATION

ENTER <u>TOTAL NUMBER OF INSTRUCTIONAL HOURS</u> FOR THIS QUARTER HERE →	
--	--

*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 3rd and 4th 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 - 12 shall be 990 hours per year.*