



## GENERAL INFORMATION ON HOME SCHOOLING

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### 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 2023-2024 school year, this letter is due on or about July 5, 2023. Please email your Letter of Intent to [dawn.lent@hffmcsd.org](mailto:dawn.lent@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](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 5, 2023: Submit Letter of Intent
- August 15, 2023: Submit Individualized Home Instruction Plan (IHIP)
- November 3, 2023: Submit Quarterly Report #1
- January 26, 2024: Submit Quarterly Report #2
- April 5, 2024: Submit Quarterly Report #3
- June 26, 2024: 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](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, [dawn.lent@hffmcsd.org](mailto:dawn.lent@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 [dawn.lent@hffmcsd.org](mailto:dawn.lent@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](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).

CHOOSE Dates for Quarterly Reports    OR    Suggested Dates for Quarterly Reports

\_\_\_ / \_\_\_ / \_\_\_ 1st quarter

11/03/23

1st quarter

\_\_\_ / \_\_\_ / \_\_\_ 2nd quarter

01/26/24

2nd quarter

\_\_\_ / \_\_\_ / \_\_\_ 3rd quarter

04/05/24

3rd quarter

\_\_\_ / \_\_\_ / \_\_\_ 4th quarter

06/26/24

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 [dawn.Jent@hffmcsd.org](mailto:dawn.Jent@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.

**Grades 9 -12**

**HOME SCHOOLING  
INDIVIDUALIZED HOME INSTRUCTION PLAN (IHIP)**

**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:**

<b>CHILD'S INFORMATION</b>			
Last name:		First name:	
Date of birth:		Grade level:	
<b>PARENT'S INFORMATION</b>			
Last name:		First name:	
Home address:			Apt. #:
City:		State: NY	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)	

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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)	
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.	