

HOMESCHOOLING PROCEDURES
for PARENTS TO EDUCATE THEIR CHILD AT HOME

1. Letter of Intention to home school child addressed **Mr. Gary Hecht, Superintendent, 400 First Ave, New York, NY 10010** asap with effective date of instruction. Upon receipt of this letter, a homeschool package of forms, due dates, DOE calendars and resources are sent to the parent.
2. Parent needs to use his/her most current CSE IEP to write up a Home Instructional Plan for the current school year as a special ed teacher would and send that to the Supt. (Equivalent to an Annual Review for the current year with specific goals, texts and materials and success rates)
3. Once approved, parent must maintain a daily log of the number of hours instructed in each subject area planned for. (Attendance Sheet must reflect minimum of 25 hours on home instruction to child by the parent/guardian/adult)
4. On a quarterly basis a narrative must be submitted to Superintendent stating the progress of the instruction at home. (This is equivalent to a report card)
5. By the last quarter, parent must submit a summary of progress from a certified special education teacher along with some valid achievement testing results, if required for the child's grade equivalent. Parent may opt to partake in the citywide testing schedule of exams if applicable to their child at the nearest school offering the exam. This must be worked out in advance of the testing at nearby school even if alternate assessment
6. Hours required for each subject is mandated by SED and the grade of student.
7. Failure to comply with deadlines may place student in denial of home schooling and must return to school based program.
8. Home Schooled children do not earn a HS diploma.
9. Summer School is not required.
10. July/August begins the process again for the new schoolyear.