

Overview of Home School Responsibilities

The Parent or Guardian is required to:

1. Submit to the home district superintendent and/or his/her designee (i.e., BOCES Home Instruction Administrator) a Letter of Intent to Home School by July 1st of each year.
2. Submit a separate, written Individualized Home Instruction Plan (**IHIP**) for each child being instructed at home. A separate plan must be submitted for each child individually. IHIP's are due by August 15th or within 2 weeks of receiving a response to a letter of intent from the district or BOCES, whichever is later.

If notified that the IHIP submitted is not acceptable per the Commissioner's regulations, a revised IHIP correcting the deficiencies must be submitted within 15 days of notification, or by September 15th, whichever is later.

3. Submit four Quarterly Reports on or before the dates specified on the IHIP.
4. Submit a separate Annual Assessment for each child being instructed at home at the time the fourth quarterly report is submitted or as soon as test results are known.

If notified that the achievement levels do not meet state minimum standards, a remedial plan to correct deficiencies must be submitted with the IHIP for the next school year.

5. Conduct all communication with the superintendent and/or his/her designee (i.e., Director of External Programs at TST BOCES).
6. Submit all documentation in a timely manner. Failure to submit required documents may result in notification to Social Services of potential educational neglect.

The Home School District will:

1. Respond to the Letter of Intent and provide appropriate information related to the Commissioner's Regulation 100.10 pertaining to home instruction and an IHIP form. (This may be done through the Director of External Programs at BOCES.)
2. Refer each Letter of Intent and IHIP upon receipt by the superintendent to the BOCES Home Instruction Service for compliance review. Parents will be notified of the results of that review by August 31 or within ten business days of the receipt of the IHIP. Revised IHIP's must be reviewed and parents notified of their compliance within 15 days of receipt or by September 30, whichever is later.
3. Send to the BOCES Director of External Programs any documentation for quarterly reports for compliance review, and parents will be notified of the results of that review.
4. Determine the qualifications of the annual assessment test and refer to the BOCES Home Instruction Administrator annual assessments for compliance review. If progress is substandard, parents/guardians will be notified of their probationary status and a remedial plan will be required and submitted with the IHIP for the next school year.
5. Request assistance from the BOCES Home Instruction Administrator when the school district lacks the information or expertise to respond to a request, or to resolve a conflict.
6. Contact Social Services or other appropriate governmental agency in the event that there is evidence of a potential for educational neglect such as lack of required documentation related to home instruction.

The BOCES Home Instruction Administrator will:

1. Review IHIP's for compliance with the Commissioner's Regulations 100.10 and notify the superintendent and parents/guardians of its compliance or noncompliance.
2. Review quarterly reports for compliance with the Commissioner's Regulations 100.10 and notify the superintendent and parents/guardians of delinquent or unacceptable reports.
3. Review annual assessments for compliance with the Commissioner's Regulations 100.10 and notify the superintendent and parents/guardians of delinquent or inappropriate assessments.

4. Respond to requests from districts and parents for assistance and/or information related to home instruction that they are unable to obtain anywhere else.
5. Maintain a Home Instruction Services website with links to the Commissioner's Regulations 100.10, forms for Letters of Intent, IHIP's, quarterly reports, transcript reviews, and resources for home school parents and guardians.
6. Maintain files of documentation received from parents related to students who are actively receiving home instruction such as Letters of Intent, IHIP's, quarterly reports and annual assessments on behalf of the school districts.
7. If a home schooled student enrolls in a public or private school, upon request from a parent or school district, the home instruction administrator will arrange for the transfer of the home schooler's file to the school.