

HOME EDUCATION PACKET

**PLEASE RETURN
TO:**

**DR. SCOTT T. EBBRECHT,
OFFICE OF ALTERNATIVE
EDUCATION SERVICES
& ASSESSMENT**

**WESTERVILLE CITY SCHOOLS
336 SOUTH OTTERBEIN AVE.
WESTERVILLE, OH 43081
(614) 797-7750**

Westerville City Schools

HOME EDUCATION NOTIFICATION FORM

Statement of Purpose

The purpose of the rules in this chapter is to prescribe conditions governing the issuance of excuses from school attendance under section 3321.04 of the Revised Code, to provide for the consistent application thereof throughout the state by superintendents, and to safeguard the primary right of parents to provide the education for their child(ren). Home education must be in accordance with law.

Notification

(A) A parent who elects to provide home education shall supply the following information to the superintendent:

(1) School year for which notification is made: 20____ - 20____

(2) Name of Parent _____
Address _____
City, State, Zip _____
Telephone Number (optional) _____

Email: (optional) _____

Please select the option for receiving your verification letter that best suits your needs:

- Send via email. (please provide e-mail above)***
 Parent pick up at Academic Enrichment Center.
 Provide self-addressed stamped envelope.
 Parent pick up at Westerville City School of your choice. (please indicate: _____)

(3) Name, address, and telephone number (telephone number optional) of person(s) who will be teaching the child(ren) the subjects set forth in paragraph (A) of this rule, if other than the parent:

Name _____
Address _____
Telephone Number (optional) _____

(4) **Full Name**, **Birth date**, **Grade for current school year** of child(ren) to be educated at home:

- (5) ___ Assurance that home education will include the following, except that home education shall not be required to include any concept, topic, or practice that is in conflict with the sincerely held religious beliefs of the parent:
- (a) language, reading, spelling, and writing;
 - (b) geography, history of the United States and Ohio, and national, state and local government;
 - (c) mathematics;
 - (d) science;
 - (e) health;
 - (f) physical education;
 - (g) fine arts, including music; and
 - (h) first aid, safety, and fire prevention.
- (6) ___ Brief outline of the intended curriculum for the current year. Such outline is for informational purposes only. (attached)
- (7) List of:
- ___ textbooks,
 - ___ correspondence courses,
 - ___ commercial curricula, or
 - ___ other basic teaching materials that the parent intends to use for home education. Such list is for informational purposes only. (attached)
- (8) ___ Assurance that the child(ren) will be provided a minimum of nine hundred (900) hours of home education each year.
- (9) ___ Assurance that the home education teacher has one of the following qualifications:
- (a) a high school diploma; or
 - (b) the certificate of high school equivalence; or
 - (c) standardized test scores that demonstrate high school equivalence; or
 - (d) other equivalent credential found appropriate by the superintendent; or
 - (e) lacking the above, the home teacher must work under the direction of a person holding a baccalaureate degree from a recognized college until the child's or children's test results demonstrate reasonable proficiency or until the home teacher obtains a high school diploma or a certificate of high school equivalence.
- (10) The parent(s) shall affirm the information supplied with his or her signature within the notification.
- (11) Should a home school parent/child choose to enroll in the Westerville City Schools, for the district to consider awarding high school credit in a specific course and/or promotion to the next grade level, the course must be documented on an actual accredited institution transcript. If a transcript does not exist, an end-of-course assessment (not just the attained final grade but the actual assessment instrument, which includes questions), as well as a portfolio of work completed during the course, should be submitted for review by district personnel. The assessment and the portfolio will be reviewed to ensure there is alignment to state standards.

Academic Assessment

- (A) The parent(s) shall send to the superintendent an academic assessment report of the child(ren) for the previous school year at the time of supplying subsequent notification.
- (B) The academic assessment report shall include one of the following: (attached)
- (1) ___ Results of a nationally normed, standardized achievement test; or
 - (2) ___ A written narrative; or
 - (3) ___ An alternative academic assessment.

Extracurricular Activities for Home Educated Students

- (12) According to Ohio law, a student who is educated at home may participate in any extracurricular activity offered at the public school s/he otherwise would be assigned. In order to participate in any extracurricular activity, a student being educated at home must be the appropriate age and grade level for the school that offers the extracurricular activity and must fulfill the same academic, nonacademic and financial requirements as any other participant as specified in Board policy, administrative guidelines, the student handbooks and/or the Athletic Handbook.

Visit the Westerville City School district website link below which provides detailed information and outlines eligibility requirements specific to Extracurricular Activities for Home Educated Students -

<http://tinyurl.com/WCSwebsitehome-ed-extra>

Signature

Date

**WESTERVILLE CITY SCHOOLS
PART TIME ENROLLMENT APPLICATION FOR
HOME EDUCATION STUDENTS**

Date Received: _____

DIRECTIONS: Complete and submit **on or before August 1st** prior to the intended school year of enrollment.

Student Name: _____ Date: _____

Address: _____ Phone #: _____

City: _____ Zip Code: _____

Parent/Guardian Name: _____ School year: _____

Student's School of Residence: _____

Email: _____ Grade Level: _____

Courses/Subjects

Requested:

Approved

Reason

1. _____ Yes No _____

2. _____ Yes No _____

3. _____ Yes No _____

4. _____ Yes No _____

I have reviewed and understand the guidelines of the Home Education Policy (IHM) and the Home Education Administrative Regulations and Procedures (IHM-R). I have provided the superintendent with all home education notification requirements and have fulfilled all obligations as specified in the Ohio Administrative Code Regulations 3301-34-01 through 3301-34-06 including the assurance that my child will be provided a minimum of nine hundred hours of home education this school year. I also understand that transportation is my responsibility. Student must be a resident of the district and meet regular school enrollment requirements, comply with and be held accountable to the district student code of conduct, and will be assigned on a space available basis.

Parent's/Guardian Signature Date: _____

The following documentation is necessary for part-time enrollment and must be received at the Enrollment Center, Ohio Health Complex, 300 Polaris Parkway, Westerville, Ohio 43082 (614) 797-7700.

- | | |
|---|--|
| <input type="checkbox"/> Other forms required for district/ building enrollment | <input type="checkbox"/> Approved Home Education Notification letter |
| <input type="checkbox"/> Registration Form | <input type="checkbox"/> Immunization Record |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Emergency Medical Card [] _____ |
| <input type="checkbox"/> Proof of Residency | [] _____ |

Date: _____

Superintendent's/Designee Signature

RETURN TO:
Office of Alternative Education Services and Assessment
Westerville City Schools
Attn: Dr. Scott Ebbrecht
336 South Otterbein Ave.

ACADEMIC ASSESSMENT REPORT*

Option #1 - Achievement Testing

Administrative Code 3301-34-04

(A) The parent(s) shall send to the superintendent an academic assessment report of the child for the previous school year at the time of supplying subsequent notification.

(B) The academic assessment report shall include one of the following:

(1) Results of a nationally normed, standardized achievement test which meets the requirements set forth in Rule 3301-12-02 of the Administrative Code.

(a) Such test shall be administered by:

(i) a certified teacher; or

(ii) another person mutually agreed upon by the parent(s) and the superintendent; or

(iii) a person duly authorized by the publisher of the test.

(b) Results should demonstrate reasonable proficiency as compared to other children in the district at the same grade level. Any child that has a composite score at or above the twenty-fifth percentile shall be deemed to be performing at a level of reasonable proficiency.

Accordingly:

Enclosed are the results of the _____ for
(Name of test)

_____. The test was administered by:
(Name of student)

_____ (i) a certified teacher; or

_____ (ii) another person mutually agreed upon by the parent(s) and the superintendent; or

_____ (iii) a person duly authorized by the publisher of the test.

The results of _____ demonstrate reasonable proficiency.
(percentile)

**Form optional*

ACADEMIC ASSESSMENT REPORT *

Option #2 - Written Narrative

Administrative Code 3301-34-04

- (A) The parent(s) shall send to the superintendent an academic assessment report of the child for the previous school year at the time of supplying subsequent notification.
- (B) The academic assessment report shall include one of the following:
 - (2) A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities.
 - (a) The written narrative shall be prepared by:
 - (i) a certified teacher; or
 - (ii) another person mutually agreed upon by the parent(s) and the superintendent.

Accordingly:

I hereby indicate that a portfolio of samples of _____'s work
(Name of student)
has been reviewed and that _____'s academic progress for the
(Name of student)
_____ is in accordance with his/her abilities.
(Year)

(Signature) _____ (Date) _____

- _____ (i) a certified teacher
- _____ (ii) other person mutually agreed upon by the parent(s) and the superintendent

* *Form optional*