



HOME SCHOOLING PROCEDURES

1. Submit a "Notification of Intent to Educate Child at Home Form." Intent must be filed **prior** to beginning any home school program and must happen within one week of the start of the school year, or as soon as the student is no longer enrolled in school. If you continue to home school your child(ren), notification of intent is required each school year. The Notification Form can be found on our web site or is available at our Administrative Office.
2. If you are renewing a Notification of Intent with Delaware City Schools, you must also submit an Academic Assessment Report for the previous school year. The Academic Assessment Report shall include one of the following:
 - a. Results of a nationally normed, standardized achievement test administered by a licensed or certified teacher, individual mutually agreed upon by the parent(s) and the Superintendent, or person duly authorized by the publisher of the test. 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.
 - b. Written narrative signed by a licensed or certified teacher or other person mutually agreed upon by the parent(s) and the Superintendent indicating 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.
 - c. An alternative academic assessment of the child's proficiency mutually agreed upon by the parent(s) and the Superintendent.

Academic Assessment Reports should be returned to the Administration Office. The assessment form sent to you with your intent acceptance letter can be used or parent(s) can provide one that includes all the required information. Please return complete reports/forms to:

Home School
74 W. William Street
Delaware, OH, 34015.

3. After receipt and review of the Notification Form and the Academic Assessment Report, if applicable, notification from the Curriculum Department will be mailed to the parent acknowledging receipt and excusing the child(ren) from compulsory attendance. If any required components of the Notification Form or Assessment Report are incomplete, the Office of Student Services will contact the family and be happy to help clarify the requirements.
4. As a courtesy, if your family relocates outside of the Delaware City Schools district, if the family elects to enroll the child(ren) in an alternative education program, or if the family re-enrolls in public education other than Delaware City Schools, we ask that you notify the Curriculum Department, so as to avoid future mailings and correspondence.