

GREENWICH PUBLIC SCHOOLS

Home-Schooling Current Practices Rev. 3/23/2021

The current home-schooling practices are based on the procedures outlined in the State Department of Education circular letter C-14 (attached). These practices are the following:

1. Parents interested in Home-Schooling their child(ren) should contact the Office of the Director of Curriculum K-8 and Teacher Leader K-5 by phone at 203-625-7463. The attached Home-Schooling Notice of Intent form should be completed and submitted to the Office of the Director of Curriculum K-8 and Teacher Leader K-5 within ten days of the start of home instruction where it will be reviewed for completeness. The Home-Schooling Notice of Intent is effective for up to one year.
2. The Superintendent of Schools signs the Home-Schooling Notice of Intent form. Her/his signature indicates that she/he has received the form. It does not indicate approval of the home instruction program.
3. The Notice of Intent form is filed in the Director of Curriculum K-8 and Teacher Leader K-5's office.
4. Parents who file a Home-Schooling Notice of Intent form accept full responsibility for the education of their child(ren). The district does not provide parents with materials or guidance.
5. The Director of Curriculum K-8 and Teacher Leader K-5 holds an annual portfolio review with the parents of each home-schooled student in order to determine if the required courses have taken place. No evaluation of the program is provided.
6. If a parent does not submit a complete Home-Schooling Notice of Intent, or does not participate in the annual portfolio review, the child(ren) may be considered truant.
7. The school district cannot require a Home-Schooling Notice of Intent for any child younger than seven years or older than sixteen years. However, there are currently on file Home-Schooling Notices of Intent forms for children younger than seven years of age.

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
HARTFORD, CONNECTICUT**

Series: 1994-95
Circular Letter: C-14

TO: Superintendents of Schools

FROM: Vincent L. Ferrandino, Commissioner of Education



DATE: July 15, 1994

SUBJECT: Revised Procedures Concerning Requests from Parents to Educate Their
Child at Home

I. Introduction

On November 7, 1990, The State Board of Education adopted the following policy on home instruction.

The State Board of Education acknowledges the right of parents to instruct their children at home as an alternative to public school attendance; and advises local and regional boards of education, where such child would otherwise be attending public school, to acknowledge home instruction when the parent or person having control of a child ages 7 to 16 is able to show that the child is receiving equivalent instruction in the studies taught in the public schools.

The intent of these procedures is twofold: First, to provide local boards of education with suggestions concerning procedures to be utilized when parents wish to educate their child at home; and second, to assist parents in making requests to educate their child at home. The suggested procedures outline a series of steps in a process that should be conducted in an atmosphere of respect and cooperation by parents and local boards of education.

II. Statutory Authority

Section 10-184 of the Connecticut General Statutes (attached) describes the duties of parents for educating their children. It requires that parents or persons having control of children from seven years of age to sixteen years of age shall cause such children "...to attend a public day school regularly...." However, Section 10-184 allows the parent or person having control of such child to educate the child in other than the public schools if they are "...able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools."

The duties of local boards of education are described in Section 10-220 of the Connecticut General Statutes (attached). As part of their identified duties, local boards of

education are required to "...cause each child seven years of age and over and under sixteen living in the school district to attend school in accordance with the provisions of Section 10-184...."

However, if parents wish to educate their child in their home, they must show equivalency as described in Section 10-184 and local boards of education must determine whether or not such a child is receiving equivalent instruction as required by Section 10-220.

The following procedures have been developed in order to assist parents and local boards of education to work together in such a way as to assure children receive the education to which they are entitled by law. We would deem compliance with these suggested procedures as satisfying the requirements of Sections 10-184 and 10-220 of the General Statutes.

III. Suggested Procedures for Home Instruction

In determining whether the education provided a child is equivalent to the instruction provided in the local schools, it is recommended that the local board of education observe the following procedures:

- A. Parents must file with the superintendent of schools in the town in which they reside a notice of intent form that provides basic information about the program to be provided to their child. A notice of intent will be effective for up to one school year (see attached).
- B. Filing must occur within ten days of the start of the home instruction program.
- C. The school district will receive the notice of intent, check it for completeness and keep it as part of the district's permanent records. A complete form will be one that provides basic program information including name of teacher, subjects to be taught and days of instruction, and the teacher's methods of assessment.
- D. A parent, by filing a notice of intent, acknowledges full responsibility for the education of their child in accordance with the requirements of state law. Receipt of a notice of intent in no way constitutes approval by a school district of the content or effectiveness of a program of home instruction.
- E. If a parent fails to file a notice of intent or files an incomplete form, then a certified letter shall be sent to the parent requesting compliance within ten days.
- F. An annual portfolio review will be held with the parents and school officials to determine if instruction in the required courses has been given.
- G. Any continued refusal by the parent to comply with the reasonable request of the school district for completion and filing of the notice of intent or to participate in an annual portfolio review may cause the child to be considered truant.
- H. A school district should not accept nor require a notice of intent [or option to exempt] for any child younger than seven years or sixteen years or older.
- I. The school district shall record the number of students instructed at home on the appropriate form issued by the State Department of Education.

Greenwich Public Schools
Notice of Intent
Instruction of Student at Home

Name of Student: _____

Date of Birth: _____

Address: _____

Parent Phone: _____

Parent Email: _____

Student's Districted School: _____

Grade: _____

Name of Teacher: _____

Teacher Phone: _____

Address: _____

NO, I do not intend to instruct my child at home.
 My child will attend _____ school.

Stop! Please go directly to the back of this form and sign and date it.

YES, I intend to instruct my child at home.

Please fill out the remainder of this form completely.

SUBJECTS TO BE TAUGHT (Required)	YES	NO
Reading		
Writing		
Spelling		
English Grammar		
Geography		
Arithmetic		
U.S. History		
Citizenship		
Science (Recommended)		
Other:		

Total number of **days** scheduled for instruction: _____.

Date student will withdraw from Greenwich Public Schools and start home schooling: _____.

Teacher's methods for assessing student progress:

An annual portfolio review will be held on or about _____.

I acknowledge and accept full responsibility for the education of my child in accordance with the requirements of the law.

Name of Parent(s) (PLEASE PRINT)

Parent(s)Signature

Date

FOR OFFICE USE ONLY

I only acknowledge receipt of this form and render no opinion as to the appropriateness of the planned program.

Superintendent of Schools
Greenwich Public Schools

Date