

Individualized Home Instruction Plan (IHIP)

Child's Information	
Name:	Date of Birth:
Age:	Grade:

Parent/Guardian Information
Name:
Home Address:
Phone Number:
E-mail Address:

If Applicable (If Instructor is other than the parent):
Name of Tutor:
Address of Tutor:

Period for which home instruction is requested:
Begin:
End:

Please indicate the dates you intend on submitting quarterly reports: <i>Note: Please keep dates within the standard school year September-June</i>	
1st Quarter:	
2nd Quarter:	
3rd Quarter:	
4th Quarter:	

OVER

End of Year Evaluation Plan: We request that you inform us of your plan no later than at the filing of the third quarter report. Should you wish to have Letchworth purchase the end of year assessment for you at your expense or have us administer the assessment, you may complete the following now and submit it with the IHIP document.

For your end of year evaluation we must have:

- The name of the person who will complete end of year standardized testing (or narrative evaluation for grades 1-3 and no more than alternate years for grades 4-8). Standardized testing must be completed yearly for students in grades 9-12. The evaluation, either by narrative or by standardized test, is recommended to be completed or administered by a certified teacher or a teacher in a public or non-public school, a peer evaluation group, or other person **with** the superintendent's consent before the evaluation is completed.
- Title of test to be used (if standardized testing will be used as the annual assessment):

***If you wish for us to order this test for you please check below. We will contact you with the cost of the exam.**

- [] I wish for Letchworth Central School to order a copy of the testing instrument of my choice. I understand that **I will be billed** for the cost.
- [] I wish for Letchworth Central School personnel to administer the end of year testing instrument at no cost to me.

Parent Signature

Director of Curriculum and Instruction Signature

Please attach the following and return to Letchworth Central School.

Attention: Michelle Bergmann, Director of Curriculum and Instruction
by mail to 5550 School Rd. Gainesville, NY 14066 or by email to:
mbergmann@letchworth.k12.ny.us

1. This form (IHIP)
2. Syllabi (copy of table of contents or scope and sequence of textbook is sufficient), curriculum materials, textbook or plan of instruction for each subject.