

# **HOME EDUCATION PACKET**

**PLEASE RETURN  
TO:**

**NICHOLAS McILWAIN,  
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

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### Statement of Purpose

The purpose of the rules in this chapter is to prescribe conditions governing the acknowledgement of Home Education Notification under section 3321.04 of the Ohio 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 acknowledgement letter that best suits your needs:***

\_\_\_\_ ***Send via email. (please provide e-mail above)***    OR    \_\_\_\_ ***US Mail***

(3) **Full Name** of child(ren) to be educated at home:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(4) Assurance that home education will include the following:

English Language Arts; Mathematics; Science; History; Government; Social Studies

(5) The parent(s) shall affirm the information supplied with his or her signature within the notification.

(6) 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.

### Extracurricular Activities for Home Educated Students

(7) 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 -

<https://tinyurl.com/Westerville-home-ed-extra>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

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

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Grade: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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	_____

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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. I 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: \_\_\_\_\_

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**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 Acknowledgement 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	<input type="checkbox"/> _____
	<input type="checkbox"/> _____

\_\_\_\_\_  
Superintendent's/Designee Signature

Date: \_\_\_\_\_

**RETURN TO:**  
Office of Alternative Education Services and Assessment  
Westerville City Schools  
Attn: Mr. Nicholas McIlwain  
336 South Otterbein Ave.  
Westerville, Ohio 43081