

OVERVIEW OF RESPONSIBILITIES

The Parent or Guardian is required to:

1. Submit to the home district superintendent a *Letter of Intent* to home school by **July 1** each year, or within **14 days** of commencing home instruction.
2. Submit a **separate, written Individualized Home Instruction Plan (IHIP)** for each child being instructed at home. A single set of documents may not be used for more than one child. A separate plan must be submitted for each child individually. IHIPs are due by **August 15** or within **four weeks** of receiving a response to a letter of intent from the district, whichever is later.

If notified that the IHIP submitted is not acceptable, a revised IHIP correcting the deficiencies must be submitted within 15 days of notification, or by September 15, whichever is later.

3. Submit four *Quarterly Reports* on or before the dates specified on the IHIP.
4. Submit a separate *Annual Assessment* for each child being instructed at home at the time the fourth quarterly report is submitted.

If notified that achievement levels do not meet state minimums, a remedial plan to correct deficiencies must be submitted with the IHIP for the next school year.

5. Conduct all communication with the superintendent of the district in which they reside.

The School District will:

1. Respond to a *Letter of Intent* and provide appropriate information including a copy of the **Commissioner's Regulation 100.10** and an **IHIP form**.
2. Inform parents by **August 31** or within **ten business days** of receipt, whichever is later, of compliance ruling.

Revised IHIPs must be reviewed and parents notified of their compliance within **15 days** of receipt or by **September 30**, whichever is later.

3. Notify parents if quarterly reports are not acceptable.
4. Determine the qualifications of the annual assessment test administrator. If a student's progress is substandard, notify parents of their probationary status for home instruction and that a remedial plan is required to be submitted with the IHIP for the next school year.
5. Provide technical assistance, when requested by the parent, in developing an IHIP, providing curriculum information, arranging for testing, etc.