Outline of Procedures and Time Requirements for Homeschool Instruction

Who	What	When	Reference
Parent	Provide written notice to the PPS Director of their intention to home instruct their child(ren).	By July 1st of the school year. If after the start of the school year within 14 days of commencement of home instruction.	C.R. 100.10 (b)
LCSD	Email/mail Home Instruction Packet. Include required IHIP form for parent to submit to the district.	Within 10 business days of the receipt of the Letter of Intent.	C.R. 100.10(c)
Parent	Submit completed IHIP form to LCSD.	Within 4 weeks of the receipt of the packet, or by August 15th, whichever is later.	C.R. 100.10 (c)
LCSD	Notify parent that the IHIP complies with requirements or provide parents written notice of deficiencies.	By August 31st or within 10 business days, whichever is later.	C.R. 100.10 (c)
Parent	If necessary, submit a revised IHIP to LCSD.	Within 15 days of receipt of deficiencies.	C.R. 100.10 (c)

Who	What	When	Regulation
Parent	Submit to LCSD quarterly reports for each child.	On or before dates specified in the IHIP.	C.R. 100.10 (g)
LCSD	Review quarterly reports, notify parent of compliance or non-compliance. Notify parent of revisions required.	Within 30 days of receipt of quarterly report.	C.R. 100.10 (g)
Parent	Submit revised quarterly report.	Within 15 days of receipt of revisions.	C.R.100.10 (g)