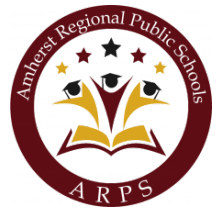


## Amherst-Pelham Regional School District Home Education Proposal Checklist



Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Parent/Caregiver Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Parent/Caregiver's Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

[Policy IHBG: Home Education of Students | Amherst-Pelham Regional Public Schools \(ARPS\)](#)

Home Education Proposal Checklist	
Done	Home Education Proposal Documentation
<input type="checkbox"/>	<b>Teacher Competency Statement:</b> To include teacher qualifications, responsibilities, and any other evidence to describe teaching competence.
<input type="checkbox"/>	<b>Education Plan:</b> Description of the curriculum and/or texts you plan to use for each subject including the scope, major goals, and objectives, the major materials and methods to be used in each area.
<input type="checkbox"/>	<b>Instructional Hours:</b> Provide a schedule of your plan for instruction. It must include the number of hours and days planned.
<input type="checkbox"/>	<b>Assessment Plan:</b> Provide a clear plan for assessing student progress and educational growth.
<input type="checkbox"/>	<b>Signatures:</b> Ensure that all required signatures are provided on the checklist and the home education proposal.

Per Massachusetts regulations, Amherst-Pelham Regional Public Schools **requires** that families who intend to homeschool their students submit the following documents **each year**:

- **An official application:** Every school year you must submit a homeschool application and receive an approval letter from the ARPS Office of Teaching and Learning (OTL).
- **An end-of-year assessment:** Each year an end-of-year assessment must be submitted to ARPS OTL by July 15th. End of the Year Assessments can consist of but not limited to progress reports, test scores, student sample work, student summary work, etc.

If your child has an IEP, 504 Plan, or you suspect your child has a disability, please contact the **Student Services Office** at **(413) 362-1833** for assistance. Please be advised that an approval of your home education proposal **does not** constitute approval of the plan for special education purposes, nor does it represent that the District considers this plan sufficient to provide a free appropriate public education (FAPE) for your child.

**My signature confirms that I understand and agree to comply with the annual homeschool requirements.**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AMHERST-PELHAM REGIONAL SCHOOL DISTRICT  
HOME EDUCATION PROPOSAL**

**Note: Completed Home Education Proposals must be approved prior to the start of a home education program. Students will be marked absent if they do not attend school prior to approval. Once approved, please complete the school's un-enrollment form to officially withdraw your child from ARPS.**

1. Please review the attached School Committee Policies regarding Home Education.
2. Please complete this form, attach any supporting documents and submit all materials to us via:  
Email: [Homeschooling@arps.org](mailto:Homeschooling@arps.org) or by Mail: 170 Chestnut Street, Amherst MA 01002
3. For any questions, please contact Lindsay Grant at (413) 362-1825 or via email: [Homeschooling@arps.org](mailto:Homeschooling@arps.org).

**Parent/Caregiver Name(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_

**Period of time for which approval is sought:      From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Name(s) of student(s) who will be taught at above designated home and current comparable public school grade level(s):

Name	Date of Birth	Grade	Current School

**Teachers:** Attach a statement providing the following information about any persons who will serve as teachers in this program including: name, teaching responsibility, college degrees (if any), college major and minor, past teaching experience (if any), teaching certification (if any) and any other evidence to describe their teaching competence for the task to be assigned.

**Subjects to be Taught:** Attach a description of each subject to be taught including the scope, major goals and objectives for the child, the major materials and methods to be used in each area.

**Schedule of Instruction:** Attach a description of the schedule you plan for instruction during the period for which approval is requested. Include the number of hours and days planned.

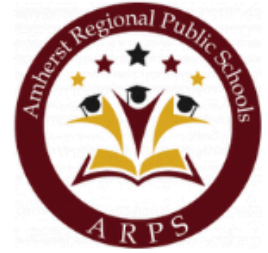
**Assessment:** Attach a statement describing the methods you plan to use to assess your child's educational growth during this period. If this home education plan is approved, the School Department will expect to review a periodic evaluation of the child's progress and may set guidelines and standards for this purpose to ensure the evaluation of reasonable educational progress.

**Response by School Authorities:** Every effort will be made to respond to your proposed plan as quickly as possible, but no later than **20 calendar days from the confirmation of your application review.**

**Date of Application** \_\_\_\_\_ **Signature** \_\_\_\_\_

# ARPS Office of the Superintendent Home Education Proposal Approval Process

Effective January 22, 2025



## Step 1: Notification of Intent to Homeschool

- Parents/Caregivers notify the district of their intent to homeschool their child.
- Upon receiving the notification, the district provides parents with the following:
  - School Committee Policy IHBG: Home Education of Students
  - ARPS Home Education Proposal Approval Process
  - Home Education Proposal Checklist and the Home Education Proposal Form

## Step 2: Submission of Checklist and Proposal

- Parents/Caregivers must submit to the ARPS Office of Teaching & Learning (OTL) via email or mail:
  - Completed and signed Home Education Proposal Checklist.
  - Completed and signed Home Education Proposal with the appropriate documentation.

## Step 3: OTL Administrative Review

- The OTL Administrative Assistant:
  - Ensures that the submitted checklist and proposal include all required signatures.
  - Confirms that the Home Education Proposal has all of the needed documentation.
    - Contacts the parent/caregiver to request missing items or signatures if the submission is incomplete.
  - Once the file is complete, the administrative assistant dates the file and forwards it to the OTL Director of Curriculum for review.

## Step 4: OTL Director of Curriculum Review

- The OTL Director of Curriculum evaluates the completed proposal:
  - **Approved:** The proposal satisfies that "instruction in all the studies required by law equals in thoroughness and efficiency, and in the progress made therein..." [[General Laws chapter 76, § 1](#)]
  - **Needs More Information:** The parent is notified and given an opportunity to provide the requested information.
  - **Denied:** The proposal does not meet the minimum requirements. A denial letter will:
    - Clearly explain the reasons for denial.
    - Provide guidance on how to address deficiencies and resubmit the proposal.

## Step 5: Notification of Decision

- Within **20 calendar days** of receiving a completed file, the OTL Administrative Assistant:
  - Emails the director's signed decision letter to the parent/caregiver specifying the application status (approved, needs more information, or denied) with clear next steps for resubmittal, if applicable.
  - Notify the registrar and the student's current school via email of the homeschool approval.

## Annual Requirements:

- **End-of-Year Assessment:** Families must submit an annual assessment of the student's progress by **July 15th**. Assessments could include progress reports, test scores, student work samples or summaries, etc.
- **Renewal Application:** Families must submit a new Home Education Proposal and Checklist for each academic year.

**Address:** 170 Chestnut Street, Amherst, MA 01002 **Email:** [Homeschooling@arps.org](mailto:Homeschooling@arps.org) **Phone:** (413) 362 - 1825



Book	Policy Manual
Section	Section I: Instructional Program
Title	Instruction: Home Education of Students
Code	IHBG
Status	Active
Adopted	January 11, 1983
Last Revised	March 21, 2023

### **INSTRUCTION: HOME EDUCATION OF STUDENTS**

The School Committees recognize the right of parents to have a home education alternative to public school for their child. This right is not absolute but subject to reasonable regulation by the local school authorities. Parents have the right to propose a home education alternative and the School Committee or Superintendent has the right, under Section 1 of Chapter 76 of the Massachusetts General Laws to approve or to disapprove it. Such approval must be obtained in advance of its implementation.

In evaluating each proposed home education alternative, the school authorities will consider the following factors:

1. The competency of the parents/guardian to administer a home education program.
2. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents/guardian.
4. The periodic assessment of the children to ensure educational progress and the attainment of minimum standards.

The Superintendent has the right to approve or reject the home education plan. However, if rejected, the Superintendent will provide the reasons for the decision and allow the parent(s)/guardian the opportunity to revise the proposal to remedy its inadequacies. If the Superintendent rejects the plan, the parent(s)/guardian(s) have the right to petition the School Committee to explain the plan and seek approval. If a plan is approved, there will be a periodic evaluation of the child's progress to measure whether adequate educational progress has been made.

Legal [MGL 69:1D, 76:1.](#)  
[Care and Protection of Children – Mass. Supreme Judicial Court 399 Mass. 324 \(1987\)](#)