



Letchworth Central School District

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To Parents/Guardians:

I hope this letter finds you well. We are beginning to prepare for the 2026 - 2027 school year. Enclosed you will find a resource entitled, *Homeschooling: A guide for families*. As per the laws and regulations of New York State, homeschooling is recognized as a legal alternative to traditional schooling. We respect the right of parents or guardians to make informed choices regarding their child's education and understand that homeschooling can provide a personalized learning experience tailored to the individual needs of the student.

If you intend on homeschooling your child/children, please be sure we have the following items on file:

- Letter of Intent
- Individualized Home Instruction Plan (IHIP)
- Syllabi (copy of the table of contents or scope and sequence of the textbook will suffice), curriculum materials, textbook, or plan of instruction for each subject.

We do ask that the above requirements be submitted before the first day of school so we can have them filed and ready to start the year. While you assume responsibility for your child's education as a homeschooling parent, we are here to support you.

Additional information and forms can be found on our website www.letchworth.k12.ny.us under *Department: Curriculum & Instruction*. If you have any further questions, please contact my office at homeschool@letchworth.k12.ny.us or via phone: 585-493-3513.

Sincerely,

Michelle E. Bergmann

Michelle Bergmann
Director of Curriculum and Instruction

Homeschooling :

A Guide for Families



Homeschool Contact:

Michelle Bergmann
Director of Curriculum & Instruction
Letchworth Central Schools
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585-493-3513

Information Included:

General Information

Letter of Intent

NYS Regulations

Required Curriculum for Each Grade Level

Forms to be Signed & Submitted:

- Letter of Intent (if not already confirmed already)
- Individualized Home Instruction Plan (IHIP)
- Quarterly Tracking Sheets
- Verification of Substantial Equivalency

General Information on Homeschooling in New York State

Welcome to the 2026 - 2027 school year!

The information below will provide you with instructions to register your child (or continue) homeschool education for the 2026 - 2027 school year.

Homeschooling is an education model in which parents educate their children at home instead of sending them to a traditional public or private school. In homeschooling, the parent or guardian is responsible for the education of their child. They choose the subjects to be taught (based on a child's age and ability) as well as the curriculum and methods of teaching, plan the schedule, and teach or facilitate instruction. Homeschooling is independent, parent-directed, and parent-funded education.

How do I enroll (or re-enroll) my child in homeschooling for this school year? To continue homeschooling your child, you must annually submit a Letter of Intent for each child. For the 2026 - 2027 school year, this letter is due on or about July 1, 2026:

- For new and returning homeschooled students: complete the 2026 - 2027 Letter of Intent form. New siblings of currently homeschooled students may also be added using this form.
- A Letter of Intent form to register students new (and returning) to homeschooling is available in the document section on our website or via mail; please complete the document and email it to the Secretary to the Director of Curriculum: homeschool@letchworth.k12.ny.us.
- Parents who determine to commence home instruction (or who establish residence in the school district after the start of the school year) must submit a Letter of Intent to homeschool within 14 days following the start of home instruction within the school district. You may use the Letter of Intent and mail or email the completed form to homeschool@letchworth.k12.ny.us

After a Letter of Intent is sent, what are the next steps?

After a Letter of Intent to homeschool is submitted, you will receive an auto-response email that confirms receipt. You may begin to homeschool your child(ren) immediately. While not required, we recommend you notify in writing the district your child(ren) attends of the Letter of Intent submission.

In order to ensure that your child receives an educational experience aligned with the New York State Education Department (NYSED) Commissioner's Regulation Part

100.10, there are several forms that you are required to submit over the course of the school year.

State regulations allow 28 days to submit the Individualized Home Instruction Plan (IHIP); you do not need to wait for submission or approval of the IHIP to begin homeschooling. An Individualized Home Instruction Plan (IHIP) is required each year a student is homeschooled.

If there are any questions or issues in your Letter of Intent or IHIP submission, we will reach out to you at the telephone or email address provided for more information.

Annual Mandated Deadlines

- On or about July 1, 2026: Submit Letter of Intent [See Part 100.10]
- On or about August 15, 2026: Submit Individualized Home Instruction Plan (IHIP) [See Part 100.10]
- Part 100.10 provides families four weeks after submission of a Letter of Intent (August 15, for Letters of Intent due on July 1) to submit the completed IHIP form.

Suggested Quarterly Report Dates:

- November 16, 2026: Submit Quarterly Report #1
- February 1, 2027: Submit Quarterly Report #2
- April 16, 2027: Submit Quarterly Report #3
- June 30, 2027: Submit Quarterly Report #4 and Annual Assessment

Dates for Quarterly Reports 1 – 3 are suggested by the Central Office of Home Schooling. Parents may determine actual dates of quarterly reports submission on the final page of IHIP, but reports must be sent in four evenly spaced quarterly intervals. For students entering homeschooling during the school year, the number of reports should be proportional to the period of home instruction.

2026 - 2027 Year
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	
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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:

homeschool@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.

Listed below are the subjects of instruction required of students in grades one through six, seven & eight, and nine through twelve. The page that follows is provided as a model to assist you to develop your individualized home instruction plan. **A separate page should be used for each subject taught.** Copies of these pages can be used as a part of the required quarterly report.

Subjects Grades K - 6	Subjects Grades 7 - 8	Units	Subjects Grades 9 - 12	Units
Math	English	2	English	4
Reading	History/Geography	2	Social Studies	4
Spelling	Science	2	(including one unit of US History, one-half unit of Participation in Government, and one-half unit of Economics)	
Writing	Math	2	Math	2
English Language	Physical Education	Regularly	Science	2
Geography	Health	Regularly	(including one life & one physical)	
U.S. History	Art	½	Physical Education	2
Science	Music	½	Art and/or Music	1
Health	Practical Arts	Regularly	Health Education	.5
Music	Library Skills	Regularly	Elective Studies	3
Visual Arts	NYS History /			
Physical Education	U.S. Constitution			
*See Other Requirements listed below	*See Other Requirements listed below		**See Other Requirements listed below	

All Students 1-12			
Patriotism/Citizenship	Alcohol/Drugs/Tobacco	Bicycle/Highway Safety	Fire & Arson Prevention
Attendance for Students Each child shall attend the substantial equivalent of 180 days of instruction. The cumulative hours of instruction for Grades 1-6 shall be 900 hours per year. The cumulative hours of instruction for Grades 7-12 shall be 990 hours per year.			
Assessment Requirements For Grades 1-3: Parents will submit a narrative of student achievement and needs for growth with the fourth quarter report in June. For Grades 4-8: Students must take a commercially published norm-referenced achievement test in even years (4th, 6th and 8th) and narratives in the odd years (5th and 7th). Students can take the NYS ELA and Math assessments through the district at the parent's request. For Grades 9-12: Students must take a commercially published norm-referenced achievement test annually. Students can request to take the Regents exams through the district, as appropriate.			

Verification of Substantial Equivalency
Letchworth Central School District Homeschool Student

Student Name:

DOB:

Required Coursework	Minimum Credits	Earned Credits
English Language Arts	4	
Social Studies - U.S. History - Global History & Geography (2) - Participation in Government (0.5) - Economics (0.5)	4	
Science - Life Science OR - Physical Science	2	
Mathematics	2	
Languages Other Than English (LOTE) Visual Art, Music, Dance and/or Theater	Not Required 1	
Physical Education	2	
Health Electives	0.5	
TOTAL	18.5 Minimum	
Per the homeschool regulations outlined in Part 100.10, requiring students to complete 18.5 credits, this student has met at least the minimum requirements for substantial equivalency.		