BRENTWOOD UNION FREE SCHOOL DISTRICT

Anthony F. Felicio Administration Building • Office of Funded Programs
52 Third Avenue, Brentwood, NY 11717
(631) 434-2403
Fax (631) 434-2234
www.bufsd.org/funded

Vincent Todisco, Coordinator of Funded Programs, Compliance & Chief Information Officer

BUFSD Individualized Home Instruction Plan

Pupil Name:_____ **Date of Birth:**_____

Parent Name:_____ **Telephone:**_____

Address: _____

Pupil Grade:_____ **Date:** _____

Please refer to New York State Education Department (NYSED) Commissioner's Regulations 110.10 to ensure that your child's Individualized Home Instruction Plan (IHIP) meets minimum requirements. Those regulations are enclosed for your convenience. Required IHIP content is described in [110.10(d)], and required courses are described by grade level-band in [110.10(e)(i-v)]. **Any proposed plan that is missing required content, and/or is not complete for each required course will be returned for completion**. If the plan is returned, specific guidance will be provided to assist in the IHIP completion process. If you require assistance with the completion of the form, please contact the BUFSD Office of Funded Programs.

- Please provide a list of the syllabi, curriculum materials, textbooks or plan of instruction to be used in **each required subject** [110.10(d)(2)] for your child's grade-level band as noted in New York State Education Department (NYSED) Commissioner's Regulations 110.10(e)(2)(i-v). Use additional space/paper, as necessary.

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- On or before the dates specified by the parent in this IHIP, a quarterly report for each child shall be furnished by the parent to the school district. The BUFSD will provide the parent/caregiver with a grade-specific template that may be used for this purpose. The quarterly report shall contain the following [100.10(g)(1-4):

    1. the number of hours of instruction during said quarter;
    2. a description of the material covered **in each subject listed in the IHIP**;
    3. either a grade for the child in each subject or a written narrative evaluating the child's progress; and
    4. a written explanation in the event that less than 80 percent of the amount of the course materials as set forth in the IHIP planned for that quarter has been covered in any subject.

- Please describe the quarterly evaluation process to be utilized **for each subject listed in the IHIP** [100.10(g)(1-4)**.** Use additional space/paper, as necessary.

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- Please provide the dates for submission to the school district of quarterly reports as required in [100.10(g)]. These reports shall be spaced in even and logical periods [100.10(d)(3)]:

Home School Calendar	First Quarter	_____ to	_____	_____days.
	Second Quarter	_____ to	_____	_____days.
	Third Quarter	_____ to	_____	_____days.
	Fourth Quarter	_____ to	_____	_____days.

- **At the time of filing the fourth quarterly report as specified in the IHIP, the parent/caregiver must file an annual assessment [110.10(h)]**. The annual assessment shall include the results of a commercially published norm referenced achievement test [110.10(h)(1)] or an alternative form of evaluation [110.10(h)(2)].

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- Please describe the annual assessment process to be utilized **for each subject listed in the IHIP** [100.10(g)(1-4)**.** Use additional space/paper, as necessary.

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- Please provide the names of the individuals providing instruction [100.10(d)(4)]:

_____
_____
_____

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