

Homeschool Compliance Transition to Broome-Tioga BOCES

ONE-PAGE OVERVIEW

2026-2027 SCHOOL YEAR



WHAT IS HAPPENING?

Beginning with the 2026-27 school year, Watertown City School District's homeschool compliance function is transitioning to **Broome-Tioga BOCES**. BOCES will manage the full reporting process – Letter of Intent, Individual Home Instruction Plan (IHIP), quarterly reports, and annual assessments – through the secure OneFlow platform.

HOMESCHOOL SUPPORT CONTACTS

Dr. Lynette Bryan, Supervisor

homeschool@btboces.org

Appointments by phone, Zoom, or in person

Tim Hortman, Program Development Specialist

607-766-3728

General questions & OneFlow support

WCSD Internal Liaisons

Bridget Finster & Cristina Nichols

homeschool@watertowncsd.org

ONEFLOW: THE NEW ONLINE PORTAL

- Parents register at btboceshs.myoneflow.com/oneflow/; each parent creates their own account.
- Add each student individually and select **WCSD** as the school district.
- Forms open in sequence: **Letter of Intent** → **IHIP** → **Quarterly Reports** → **Annual Assessment**.
- Families may complete forms online or upload their own documents/templates.
- Past submissions and status remain viewable by browser or mobile app.
- For login problems, contact BOCES instead of creating a duplicate account.

THE HOMESCHOOL REPORTING PROCESS

1



LETTER OF INTENT

Enter first planned homeschool day and grade level; sign electronically.

Triggers curriculum email + opens IHIP

2



IHIP

Year's instructional roadmap by subject; quarterly report dates are prefilled and adjustable.

Must cover required subjects by grade band

3



QUARTERLY REPORTS

Submit hours, topics/material, and evaluation per subject each quarter.

Explain if <80% of planned material is covered

4



ANNUAL ASSESSMENT

Standardized test or narrative assessment reviewed by BOCES for adequate progress.

K-3 narrative yearly | 4-8 test every other year | 9-12 test yearly



WHAT REMAINS UNCHANGED

- NY State home-instruction regulations (B) NYCRR §100.10)
- Instructional hours: 900 hrs/Year (K-6); 990 hrs/year (7-12).
- Required subjects by grade band remain unchanged.
- The four-step cycle remains the same overall structure.



WHAT IS CHANGING FOR WCSD FAMILIES

- Administering agency shifts from WCSD to Broome-Tioga BOCES.
- All submissions move online through OneFlow.
- BOCES becomes the primary processing and support contact.
- Resources, tutorials, and appointments now live through Broome-Tioga BOCES.



COMMON ONEFLOW PITFALLS TO FLAG FOR FAMILIES



Complete the form and click the final **Submit** button.



For multi-documents, submit **each** page **individually**.



Request login help instead of creating a **duplicate** account.



Enter that **quarter's** hours only, not full-year.



Check the student's **Plan** tab for outstanding signatures or submissions.