

## EDUCATION AGENCY RELATIONS

File: LBD-R

### HOME INSTRUCTION

1. The Director of Special Education and Student Services shall serve as the designee of the Superintendent for the administration of the home instruction program.
2. Any parent requesting information about the requirements and criteria for home instruction will be instructed to contact the Office of Special Education and Student Services.
3. Any parent of a student who resides in the City of Charlottesville and wishes to provide home instruction for the student must submit an Intent to Provide Home Instruction Form to the Director of Special Education and Student Services. Upon request a form will be provided for parents/guardians or a form may be secured from the Virginia Department of Education website at [www.doe.virginia.gov](http://www.doe.virginia.gov)
4. The Intent to Provide Home Instruction Form will provide information about the curriculum to be taught and the credentials of the parent.
5. Any students who are approved for home instruction must be compliant with immunizations. Exceptions include the medical or religious exemptions and documentation must be submitted as a part of the package.
6. When the information has been reviewed, a letter of approval or denial will be sent to the parent. If denied, the letter will include the reasons for the denial so changes can be made.
7. At the end of each school year, by August 1, the parent shall provide documentation of progress. The progress information may be in the form of achievement test scores, evaluation by qualified evaluator, letter from someone eligible to teach or a report card from an on-line or correspondence program.
8. If the progress information does not indicate the student is making progress, the Director of Special Education and Student Services will notify the parent that the student is on probation for the following year.
9. The parent must submit a plan of improvement.
10. Annual notification is required by parents that the child or children will continue as home instructed students. The notification is required by August 15 each year.
11. If the annual notification is not received, the student's name will be submitted to the appropriate attendance counselor to handle as a truancy case.

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12. For parents who wish to partially enroll a home-instructed student in a maximum of two courses at the school, the Request for Partial Enrollment Form must be completed and submitted to the Director and the school.
13. The student must be accepted, based partially on space considerations, by the principal of the school.
14. The student is responsible for following all rules from the Student Code of Conduct during courses or other activities associated with the courses.
15. Students receiving home instruction and their parents will be notified of the availability of Advanced Placement (AP) and Preliminary Scholastic Aptitude Test (PSAT) examinations and the availability of financial assistance to low-income and needy students to take these examinations. Such notice will be given when the parent notifies the division that the student will receive home instruction.
16. Copies of forms required for home instruction are located in the Office of Special Education and Student Services and on the division website.

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Legal References: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-254.1, 22.1-271.4, 32.1-46, 54.1-2952.2

Pollard v. Goochland County School Board, No. 3:00CV563 (E.D. Va. Sept. 27, 2001).