

**Home Schooling Notification**

**Please return the completed form to the Director of Pupil Personnel at the District's Central Office.**

This letter is to inform you that my child/children will be participating in a home schooling program. The beginning date for participation in this program will be \_\_\_\_\_.  
*Month Day Year*

Following is the home **school's name**, address and the names and ages of the students who will be participating:

**STUDENTS' NAME(S) AND DATE OF BIRTH:** \_\_\_\_\_ **CURRENT SCHOOL:** \_\_\_\_\_  
\_\_\_\_\_

**HOME SCHOOL ADDRESS:**

\_\_\_\_\_  
*Name* Street State ZIP Code

I have received from the Director of Pupil Personnel (DPP)/designee a copy of the "Home School Information Packet and Best Practice Document" and other supplemental material provided by the District. The DPP/designee offered to meet with me and explain the legal requirements that apply to home schools. It is further acknowledged that this notice of intent to provide home schooling shall be binding from the effective date stated above and shall remain in full force for no longer than to the end of the current or upcoming school year, whichever is first. This notice may be dissolved upon enrollment or re-enrollment of the above named child(ren) in a school in the District or any other public or private school. At such time a home-schooled child re-enrolls in the District, it is understood that certified personnel of the school system shall either place the student according to successful performance in courses that are sequential such as English, math, history, and science or conduct tests similar in nature and content to that used for other students receiving credit in that subject. Once assessment of the child's educational development is completed, a final determination of grade placement will be made. **KRS 158.140, 704 KAR 3:307**

\_\_\_\_\_ and/or \_\_\_\_\_  
*Signature of Father/Legal Guardian* *Signature of Mother/Legal Guardian*

\_\_\_\_\_ *Telephone (Home and Work)* \_\_\_\_\_ *Telephone (Home and Work)*

\_\_\_\_\_ *Address (if different than student's)* \_\_\_\_\_ *Address (if different than student's)*

\_\_\_\_\_ *City, State, Zip* \_\_\_\_\_ *City, State, Zip*

## **Home Schooling Notification**

### **PROCEDURE**

The DPP/designee will offer to meet with the home school teacher to review legal requirements, provide a copy of the best practice document, offer other supplemental materials available from the District and request a copy of the home school curriculum from the home school teacher. If a meeting is not possible, copies of the “Home School Information Packet and Best Practice Document” and related information shall be mailed to the home school teacher. The DPP/designee shall use the summary below as a guideline for discussing topics with a prospective home school teacher.

### **SUMMARY OF REQUIREMENTS**

Home school teachers are required by state law to do the following:

- Teach the child reading, writing, spelling, grammar, history, math, and civics. KRS 156.160
- Provide no fewer instructional days than required in current state law.
- Maintain attendance records. KRS 159.040
- Maintain academic records. It is suggested that you maintain a portfolio (compilation) of the child’s best work from year to year. KRS 159.040/KRS 156.160
- Make records available in case of inquiry. KRS 159.040
- Make sure that children between the ages of six (6) and sixteen (16) shall attend an educational institution as described in Kentucky compulsory attendance law. KRS 159.010

Parents of home-schooled students are required by state law to do the following:

- If moving from the District, notify the Superintendent in writing. KRS 159.160
- After notification of the Superintendent of intent to home school, continue to notify the Superintendent each school year prior to the opening of the new school year if planning to continue the home school for the new school year. KRS 159.160

Review/Revised:9/15/09

## **Kentucky Home School Requirements and Information**

In Kentucky, home schools are considered to be non-public schools. The laws relating to non-public schools also apply to home schools. The following are the minimal requirements for operating a home school, in Kentucky and the legal authority upon which these requirements are based.

1. Establish a bonafide school for the children to attend;
  - a. KRS 159.030 requires compulsory school attendance for every child between the ages of 6 and 16 and exempts a child from attending public school who is enrolled and regularly attending a non-public school.
  - b. Rose V. Council for Better Education, Inc., 790 S.W. 2<sup>nd</sup> 186 (1989) establishes education as a fundamental right in Kentucky.
  - c. Kentucky State Board of for Elementary and Secondary Education V. Rudasill, Ky. 589 2<sup>nd</sup> 877 (1979) establishes the prerogatives of the parents to choose the formal education for the child.
  - d. KRS Ann.159.010(2) requires that an unmarried child between the ages of 16 and 18 who wishes to terminate his public or non-public education prior to graduation from high school shall do so only after a conference with the principal/designee, and the principal shall request a conference with the parents(s), guardian or other person residing in the state and having custody or charge over the child. The parent(s) and child shall be required to attend a one hour counseling session with a school counselor on potential problems of non-graduates.
  
2. Notify the local superintendent of schools each year by letter that you have established a home school and report the names, ages and place of residence of each of your children in attendance at the school and any other information the superintendent might require to carry out the laws relating to compulsory attendance;
  - a. KRS 159.030 (b) ..."It shall be the duty of each private, parochial, or church regular day school to notify the local board of education of those students in attendance at the school..."
  - b. KRS 159.160 requires the person in charge of the home school to report the names, ages and place of residence of all pupils in attendance at the school together with any facts that the superintendent may require to facilitate the laws relating to compulsory attendance and employment of children.
  
3. Teach those subjects that will education children to be intelligent citizens;
  - a. KRS 158.080 requires that instruction be offered in English and in branches of study that are taught in public schools as found in the *Program of Studies* KRS 156.160 and (704 KAR 3.303). This is interpreted

- to at least include reading, writing, spelling, grammar, history, mathematics and civics.
- b. It is suggested that the person responsible for instruction keep a portfolio that contains samples of the best work done by each child in several areas of study and maintain the portfolio year after year. This may be of assistance in documenting the existence of the home school or the transfer of the child to another educational setting. A record of courses taken and grades received is also necessary.
  - c. Kentucky State Board for Elementary and Secondary Education V. Rudasill, Ky. 589 S.W. 2<sup>nd</sup> 877 (1979) established the prerogatives of the parents to choose the formal education for the child.
4. Provide instruction for a term that is at least as long as the term in effect for the public school in the district where the child resides (CCPS 2011-2012 academic year has 176 instructional days and a minimum of 7 instructional hours per day);
    - a. KRS 158.080 states that the minimal school term is 185 days, which includes 177 days of instruction KRS 158.070 and 10 non-instructional days.
    - b. KRS 158.070 states that the minimal instructional term includes no less the equivalent of 177 six (6) hour instructional days for a total of 1062 hours of instruction per year.
  5. Record and maintain scholarship reports of each student's progress in all subjects taught at the same intervals as the local public schools;
    - a. KRS 159.040 requires that all home schools record and maintain scholarship reports and attendance records.
  6. Keep accurate attendance records of pupil attendance;
    - a. KRS 159.040 states that the attendance records can be kept either in a notebook, on a computer or in another manner but must be readily available in case of an inquiry.
  7. Be open to inspection by directors of pupil personnel, officials of the Department of Education or the Cabinet for Families and Children:
    - a. KRS 159.040 gives the director pupil personnel the authority in his/her district investigate any case of violating the compulsory attendance laws.
    - b. KRS 159.040 states that the purpose for a director of pupil personnel visiting a home school is to ensure that the requirements of compulsory attendance are being met and not to determine the quality of the instruction. This inspection of school records may be conducted in a neutral site rather than in the home.

- c. KRS 211.080 and KRS 212.210 authorizes the Cabinet for Health Services to regulate certain public health matters related to the detection, prevention and control communicable diseases and health hazards relating to sanitation and safety.
- 8. Be knowledgeable about the transfer process between the home school and the public schools and understand that this process requires the public school to assign the incoming student to the grade for which he/she is best suited.
  - a. KRS 158.140 and 704 KAR 3:307 require the grade placement be carried out either by examination or by student performance

FAQs concerning home schooling in Kentucky:

1. Who is responsible for providing the curriculum and the instructional materials for children being home schooled?
  - *When a child is removed from the public school system, the **total** responsibility for the education of the child is borne by the parents.*
  
2. Who is responsible for issuing the diploma for a child when they graduate from a home school?
  - *It is the responsibility of the home school to issue the diploma.*
  
3. Are home school students allowed to participate in extracurricular activities sponsored by the public school?
  - *State law only requires the public school district to allow opportunity for a student to participate in extracurricular activities if the student is enrolled in the public school district. Some districts are willing to allow home schools to participate but this decision is up to the individual school districts.*
  
4. How are home school students treated under No Pass/No Drive?
  - *(KRS 186.440) gives home school students the same status as students attending public schools. For further information, contact Libby Taylor at (502) 564-3678.*

For additional information concerning home schooling in Kentucky, please contact:

Dawn Offutt  
500 Mero Street, 8<sup>th</sup> Floor CPT  
Frankfort, KY 40601  
Phone: 502-564-3791 x4053  
[Dawn.offutt@education.ky.gov](mailto:Dawn.offutt@education.ky.gov)

The above information was taken from the Kentucky Department of Education website, please visit [www.education.ky.gov/KED](http://www.education.ky.gov/KED) for additional information.