

# **Suffolk Public Schools**



## **Homeschool Informational Handbook 2020-2021**

*Disclaimer: The Virginia Department of Education (VDOE) is not authorized to provide legal advice or legal opinions to parents, school divisions, or others. The information that follows is provided only as technical assistance or guidelines. The guidance provided in this document has been adopted from the VDOE Guidelines for Home Instruction. Suffolk Public Schools follows the guidelines provided by the VDOE and does not provide assistance in homeschool instruction. If you have specific questions about the home instruction notification process for your child please contact Suffolk Public Schools School Administrative Offices at (757) 925-6750.*

Introduction	4
Other Options for Parents	4
Home Instruction Qualifications	5
Considerations for Parents in Selecting a Correspondence Program or Distance Learning Program (Option III)	5
List of Subjects to be Studied during the Coming School Year	7
Annual Notice of Intent to Home Instruct	7
Evidence of Achievement	7
Appeals	8
Immunization Requirements	9
Part-Time Enrollment in Public Schools	9
Transfer Provisions	9
Returning to Public School from Homeschool	10
Summer School or Off-Site Instruction	12
High School Graduation	12
Advanced Placement Tests, Preliminary SAT/National Merit Scholarship Qualifying Tests, and PreACT Examinations	13
Protection of Student Information	13
Additional Resources	13
Additional Assistance	14
Notice of Intent to Provide Home Instruction	14

## **Introduction**

In Virginia, “[e]xcept as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, cause such child to attend a public school or a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § 22.1-254.1.” Parents who believe that a child is not mentally, physically, or emotionally prepared to attend school may inform the school board that they want to delay school attendance until the following year if the child has not reached his 6th birthday on or before September 30.

The compulsory attendance law permits a child subject to that law to attend a private or public school or receive an education through alternatives to school attendance outlined in state law unless the child is excused from attendance by a local school board, as stated in § [22.1-254](#) of the *Code of Virginia*.

Home instruction or home schooling is one alternative to school attendance. In Virginia “any parent, guardian, legal custodian, or other person having control or charge of a child” (§ [22.1-254](#) of the *Code of Virginia*) may provide home instruction as prescribed by § [22.1-254.1](#) of the *Code of Virginia*.

Section [22.1-262](#) of the *Code of Virginia* requires a school attendance officer to refer to a juvenile and domestic relations court (with the knowledge and approval of the school superintendent) any parent who fails to comply with the compulsory attendance law.

## **Other Options for Parents**

Section [22.1-254](#) of the *Code of Virginia* allows parents to have their children taught by a **tutor** or a teacher who meets the teacher licensure qualifications prescribed by the Board of Education when that individual has been approved as a tutor by the school division superintendent. To meet the qualifications prescribed by the Board of Education, the tutor must have a valid Virginia teaching license in any area and may be a parent who meets the tutor qualifications.

Parents seeking a **religious exemption** must petition the school board and show that, by reason of bona fide religious training or belief, the pupil, together with his parents, is conscientiously opposed to attendance at school. The term bona fide religious training or belief “does not include essentially political, sociological, or philosophical views or a merely personal code.” (§ [22.1-254.B.1](#), *Code of Virginia*). Parents may do this by sending a notice to the Suffolk Public Schools School Administrative Offices documenting this reason. School personnel will provide an acknowledgement letter once the notice has been received and documented.

### **Home Instruction Qualifications**

As prescribed in § [22.1-254.1](#) of the *Code of Virginia*, any parent who elects to home instruct a child in lieu of school attendance without using a tutor or religious exemption as stated above, must meet certain requirements annually.

A parent may home instruct a child if:

- I. The teaching parent holds a **high school diploma**. (Option I)  
The parent must submit to the school superintendent documentation which shows that the parent has earned a high school diploma or a higher credential (e.g., a certificate, an associate's degree, a bachelor's degree, a master's degree, or a doctorate). A high school equivalency certificate (e.g., a GED) would not meet this requirement.
- II. The teaching parent **meets the qualifications for a teacher** prescribed by the Board of Education. (Option II)  
To qualify under this option, the parent must hold a teaching license or a letter of eligibility for licensure in Virginia and submit it to the school superintendent.
- III. The teaching parent provides the child with a **program of study or curriculum** which may be delivered through a correspondence course or distance learning program or in any other manner. (Option III)  
If the child is enrolled in a correspondence course or distance learning program, the parent must submit evidence of such enrollment and a list of the subjects to be studied for the coming year to the school division; however, no judgment of the materials is required of the school division superintendent. If the teaching parent provides a program of study or curriculum that is delivered through any other manner, a list of the courses to be studied for the coming year must be submitted to the school division. Submission of these materials is for information purposes only.  
For driver education correspondence courses, VDOE approves these programs as specified in § [22.1-205](#), *Code of Virginia*. (See [DMV's webpage](#) for information about driver education correspondence programs for home schooled students.)
- IV. The teaching parent provides evidence that he or she is **able to provide an adequate education** for the child. (Option IV)  
Evidence of a parent's ability to provide an adequate education is locally determined. Prior to submitting the notice of intent and other required documents, it is recommended that parents contact the local school division to determine what its requirements are for this option.

Parents may continue to use the Standards of Learning (SOL) objectives as a basis for their programs of study under any of the options in § [22.1-254.1](#), if they choose to do so. Information about the SOL objectives is available on the VDOE [SOL webpage](#).

### **Considerations for Parents in Selecting a Correspondence Program or Distance Learning Program (Option III)**

There are no Virginia statutory or regulatory requirements that govern a parent's selection of a correspondence school or a distance learning program. However, you may want to

consider the following when selecting a correspondence course or distance learning program for your home schooled student:

- I. What organization operates the program.
- II. How long the school has been in operation.
- III. Whether the program meets the statutory or regulatory requirements of the state where it is located. Some states require state licensure, certification, approval, or registration. Some states provide no oversight.
- IV. Whether the correspondence school or distance learning program is accredited by recognized accrediting organizations. Although this state does not require accreditation of these courses or schools, accreditation by a recognized organization enhances the courses' or programs' accountability and credibility in the academic community and with the public. While the lack of accreditation does not necessarily indicate that a program is substandard, accredited courses usually must meet rigorous standards. Despite this, some programs choose to operate independently without accreditation.
- V. How long the school maintains student records and whether and how it provides transcripts.
- VI. Whether the program or school's philosophy meets your requirements.
- VII. Whether the curriculum meets your requirements.
- VIII. What the teacher's role is and whether it meets your needs.
- IX. Whether the school's teachers meet the teacher licensure requirements for its state of incorporation or if licensure is a state requirement.
- X. How frequently your child will have contact, if any, with a teacher.
- XI. Whether you or the teacher will monitor and grade the student's work.
- XII. Whether access to a computer is required and how it will be provided.
- XIII. Whether the program offers instant diplomas with substandard or no academic study. In some cases a diploma may be issued for a fee after limited or no study or limited or no testing. These diplomas are highly suspect and may not be accepted by the military, employers, or institutions of higher education.
- XIV. Whether the diploma issued will be accepted by employers, colleges and universities, the military, or others. You may want to speak with a military recruiter or call the admissions office of colleges or universities that you are interested in and ask about the admissions requirements for home schooled students.

If you are interested in transferring your child back into one of Virginia's public schools at some point, you will want to contact Suffolk Public Schools to discuss its transfer policy and acceptance of transfer credits from these programs prior to making such transfer. (For additional information about the transfer process, see the [Transfer Provisions](#) section of this handbook.)

### **List of Subjects to be Studied during the Coming School Year**

The *Code of Virginia*, at § [22.1-254.1.B](#) provides:

B. Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the division superintendent in August of his intention to instruct the child and provide a description of the curriculum, limited to a list of subjects to be studied during the coming year....

### **Annual Notice of Intent to Home Instruct**

A parent who elects home instruction must notify the school division superintendent no later than August 15 of the intent to do so for the coming school year, provide a list of the subjects to be studied for the coming year, and provide evidence of having met one of the criteria described in § [22.1-254.1.A](#) of the *Code of Virginia* for providing home instruction.

Parents who move into the school division or begin home instruction after the school year has begun must notify the division superintendent of their intent to provide home instruction as soon as practicable and comply with the provisions of the statute within 30 days of such notice. ([22.1-254.1.B](#), *Code of Virginia*) This means that after providing the school division with a notice of intent, the parents can begin home schooling and they will have 30 days to submit the other required information to the school division.

The notice of intent to provide home instruction may be in the form of a letter **or** other written documentation and must identify the child or children involved. Suffolk Public Schools has a form which can be found at the link here: [Link to SPS Homeschool Intent Form](#).

### **Evidence of Achievement**

To comply with § [22.1-254.1](#) of the *Code of Virginia*, the parent is required to submit, by the following August 1, evidence of the child's academic achievement in one of the following ways:

- I. Evidence that the child has attained a composite score in or above the fourth stanine on any nationally normed standardized achievement test; or an equivalent score on the ACT, SAT, or PSAT test; or
- II. An evaluation or assessment which the school division superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including, but not limited to:
  - a. an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or

- b. a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

Students' score reports on the ACT, SAT, or PSAT test may not contain scores expressed in stanines. However, percentile scores are usually reported. A percentile score of 23 or above is equivalent to a score at or above the fourth stanine. Thus, students who obtain a national composite score at or above a percentile score of 23 have met the requirement for academic achievement.

While there are other tests and evaluations that may meet the requirements of this section of the law, VDOE nor Suffolk Public Schools maintains a list of approved tests and evaluations. VDOE encourages parents to consult with other resources, such as home instruction parent organizations, to determine which test or method of evaluation best meets their needs and provides sufficient information. This consultation is for information purposes only because a parent may use any nationally normed standardized achievement test as evidence of academic achievement or an ACT, SAT, or PSAT test.

Please note, however, that any evaluation or assessment provided must be sufficient to allow the division superintendent to determine that the child is achieving an adequate level of educational growth and progress.

If the parent does not provide the required evidence of progress, the superintendent may place the home instruction program on probation for one year. (For the purpose of this provision, "not provided" means either that no information is submitted or the child is not making satisfactory academic progress as determined by the results of testing or the results of an evaluation or assessment). If this happens, the parent will be required to file a remediation plan and evidence of the ability to provide an adequate education for the child. The superintendent must determine whether these submissions are adequate. The superintendent is not required to place the program on probation or accept the remediation plan. However, if the plan and evidence are not accepted or the required evidence is not provided by August 1 following the probationary year, home instruction shall cease and the parent must make other arrangements that comply with the compulsory attendance law. (§ [22.1-254.1.C](#) of the *Code of Virginia*)

The evaluation requirement does not apply to children under the age of six as of September 30.

### **Appeals**

Any party aggrieved by a decision of the division superintendent, may appeal his or her decision to an independent hearing officer within 30 days of the decision by providing a written request for an appeal to the school division superintendent's office. The school division must contact the Supreme Court of Virginia, secure the name of a hearing officer, and notify the parent of the hearing officer's appointment. The costs of the hearing shall be apportioned among the parties by the hearing officer in a manner consistent with his findings. (§ [22.1-254.1.E](#) of the *Code of Virginia*)



## **Immunization Requirements**

Section [22.1-271.4](#) of the *Code of Virginia* requires that parents of students being taught at home or those excused from attendance under the provisions of § [22.1-254](#) or § [22.1-254.1](#) of the *Code* comply with the immunization requirements of § [32.1-46](#) of the *Code* in the same manner and to the same extent as if the child were enrolled in and attending school. School superintendents are not required to collect this information with the *Notice of Intent to Provide Home Instruction* but may do so at their discretion. Parents are required to provide the information upon request unless the parents submit an affidavit stating that immunization conflicts with their religious beliefs or the parents provide a doctor's statement indicating that one or more of the required immunizations is detrimental to the child's health. This statement must include the specific nature of the medical condition or the circumstances that contraindicate immunization.

## **Part-Time Enrollment in Public Schools**

Section [22.1-253.13:2.N](#) of the *Code of Virginia* allows school boards to permit part-time attendance of children receiving home instruction under the provisions of § [22.1-254.1](#) of the *Code of Virginia*. However, Suffolk Public Schools does not allow part-time attendance of students. See **Section 9-7.4. Admission of non-public students for part-time enrollment** in the Suffolk City School Board Policy Manual.

While participation in certain interscholastic activities such as varsity sports is governed by policies of the [Virginia High School League](#) (VHSL), other extracurricular activities may be governed by school board policies. Suffolk Public Schools does not allow homeschooled students to participate in VHSL or intramural activities.

## **Transfer Provisions**

This handbook has been revised to include relevant information from the Board of Education's [Regulations Establishing Standards for Accrediting Public Schools in Virginia](#) (SOA). These provisions impact any home schooled student who wishes to transfer back to a public school and wants to receive credit for courses taken while home schooled. Section [22.1-253.13:4](#) of the *Code of Virginia* (Standard 4 of the Standards of Quality) requires local school boards to make provisions for students who transfer between secondary schools and from nonpublic schools or from home instruction as outlined in the SOA. The SOA provides:

Students transferring in grades kindergarten through 8 from Virginia public schools or nonpublic schools accredited by one of the approved accrediting constituent members of the Virginia Council for Private Education (VCPE) shall be given recognition for all grade-level work completed. The academic record of students transferring from all other schools shall be evaluated to determine appropriate grade placement in accordance with policies adopted by the local school board. ([8VAC20-131-60.A](#))

A secondary school shall accept credits toward graduation received from Virginia nonpublic schools accredited by one of the approved accrediting constituent members of the VCPE. ([8VAC20-131-60.D](#))

Information about the VCPE and its members can be found at <http://www.vcpe.org/>. There is nothing in the regulations that prohibits public schools from accepting standard units of credit toward graduation awarded to students who transfer from other schools when the courses for which the student received credit generally match the description of or can be substituted for courses for which the receiving school gives standard credit, and the school from which the child transfers certifies that the courses for which credit is given meet the requirements of [8VAC20-131-110](#) (140 clock hours of instruction).

The SOA ([8VAC20-131-60.C](#)) also states: “Virginia public schools shall accept standard and verified units of credit from other Virginia public schools, Virginia’s virtual learning program, Virtual Virginia and state-operated programs....”

Parents who wish to transfer students from home instruction to a public school should contact the homeschool coordinator for information about the transfer process.

### **Returning to Public School from Homeschool**

Students who have received home instruction and seek admission or readmission in Suffolk Public Schools will be admitted and placed in accordance with the following provisions:

#### **Enrolling elementary students**

##### ***Elementary students:***

Parents must be able to provide evidence of student progress and proficiency in the established academic requirements to the SPS Homeschool department. The SPS Homeschool Office shall make the determination of grade placement based on the information provided by the parent. If a student intends to enroll in the school prior to the end of the school year and annual testing has not yet occurred, proper documentation is required to verify curriculum completion. A portfolio may be required. Examples of acceptable documentation may include:

- Official standardized testing scores that outline the student’s current progress or skill in core areas of instruction (Reading/Language Arts, Math, Social Studies, and Science)
- Official transcripts from accredited online schools or programs
- Comprehensive outlines of curriculum materials used by the student (must include topics and skills covered)
- Portfolio of completed work outlined by subject area and level of proficiency
- Official documentation from a homeschool or private tutor/evaluator/cooperative program
  - must include evidence of Virginia Department of Education licensure if using a qualified teacher, or
  - If using an evaluator, he/she must be licensed to teach in any state or a person with a master’s degree or higher in a academic area

### **Enrolling middle and high school students**

Parents must be able to provide evidence of student progress and proficiency in the established academic requirements to the SPS Homeschool department.

Credit will be awarded for secondary students based on the documentation provided prior to enrollment. The following guidelines outline the process for awarding credit:

- Home instruction courses that are awarded credit will not receive a grade unless it is documented from an accredited program or school.
- Credit will be awarded for courses in which a student meets established academic requirements and/or a passing score on tests deemed appropriate by Suffolk Public Schools.
- Credit will be awarded in academic courses successfully completed through approved virtual schools or programs. Proper documentation is required to verify course completion. A portfolio may be required. Examples of acceptable documentation may include:
  - Official transcripts from accredited online schools or programs
  - Comprehensive outlines of curriculum materials used by the student
  - Portfolio of completed work outlined by subject area and level of proficiency
  - Official documentation from a homeschool or private tutor/evaluator/cooperative program
  - must include evidence of Virginia Department of Education licensure if using a qualified teacher, or
  - If using an evaluator, he/she must be licensed to teach in any state or a person with a master's degree or higher in a academic area
- Grade level placement will be determined by the number of credits earned in accordance with established promotion criteria in Suffolk Public Schools.
- Graduation requirements for students who have been home instructed are the same as those for all Suffolk Public Schools students - course credit requirements and State testing requirements must be met.
- The student's cumulative record will indicate "home instruction," replacing the teacher's name, for those courses receiving credit. Course work completed through accredited private or public schools will determine the student's cumulative grade point average. The student's cumulative record will indicate "home instruction," replacing the teacher's name, for those courses receiving credit. Course work completed through accredited private or public schools will determine the student's cumulative grade point average.

Once the School Administrative Offices have reviewed credit documentation, the Homeschool Coordinator will notify the zoned school of the credit awarded. Parents may enroll the student at the zoned school following normal enrollment procedures.

## **Testing Requirements**

Parents may use any nationally normed standardized achievement test as evidence of academic achievement. Parents are responsible for securing test materials and administering tests to home instructed students. Testing materials must be submitted to the homeschool coordinator to verify grade progression prior to enrollment or re-enrollment in Suffolk Public Schools.

## **Summer School or Off-Site Instruction**

Parents who have elected to home school their children (and have met the requirements of § [22.1-254.1](#)) are not subject to the SOA requirements for off-site instruction. However, some parents want to provide instruction in the home or off-site to students enrolled in public schools only during the school division's summer break or at other times for additional credits during the regular school year. This method of instruction is not considered home instruction and the parent does not have to meet the *Code* requirements for home instruction. However, as noted below, there are some restrictions on this practice.

With reference to off-site instruction, the SOA, at [8VAC20-131-180.B](#), states:

Schools are encouraged to pursue alternative means to deliver instruction to accommodate student needs through virtual courses, emerging technologies, and other similar means. Students may enroll in and receive a standard and verified unit of credit for supervised virtual courses with prior approval of the principal. The local school board shall develop policies governing this method of delivery of instruction that shall include the provisions of [8VAC20-131-110](#) and the administration of required SOL tests prescribed by [8VAC20-131-30](#). For courses offered for possible high school credit, standard units of credit shall be awarded for successful completion of such courses when the course is equivalent to that offered in the regular school program and the work is done under the supervision of a licensed teacher qualified in the relevant subject areas. A verified unit of credit may be earned when the student has successfully completed the requirements specified in [8VAC20-131-110](#).

Public school students who wish to take correspondence courses or participate in distance learning programs for school credit should discuss the public school's approval process with a school counselor or the principal to ensure that the student receives the appropriate credit. These students are not considered to be home schooled and must meet the requirements of the SOA ([8VAC20-131-180](#)).

## **High School Graduation**

State law requires school boards to award diplomas to students who have earned the units of credit prescribed by the Board of Education and meet such other requirements as may be prescribed by the school board and approved by the Board of Education. Suffolk Public Schools' school board does not award diplomas to students who are not enrolled in the public schools under their supervision. Therefore, students taught at home may not receive diplomas unless those students are enrolled in a correspondence program or other program

that awards a diploma or other exiting credential. Some home instruction parent organizations and some correspondence schools offer graduation ceremonies, diplomas, and graduation rings. Parents and home-schooled students may want to check with those types of organizations about these matters.

***IMPORTANT NOTE: Neither VDOE nor Suffolk Public Schools maintains any academic records, such as transcripts or diploma status, for students who have been home schooled. Thus VDOE cannot verify a home schooled student's high school graduation status for military recruiters, colleges, universities, technical schools, employers, or any other entity. With the parent's permission or the student's permission if the student has reached the age of 18, organizations or individuals may contact the relevant local school division for information as to whether the student completed the home instruction process.***

### **Advanced Placement Tests, Preliminary SAT/National Merit Scholarship Qualifying Tests, and PreACT Examinations**

Section [22.1-254.1.F](#) of the Code requires school boards to: (i) make Advanced Placement (AP) tests, Preliminary SAT/National Merit Scholarship Qualifying Tests (PSAT/NMSQT), and PreACT examinations available to students receiving home instruction; (ii) adopt written policies that specify the date by which such students shall register to participate in these examinations; and (iii) notify such students and their parents of the registration deadline and the availability of financial assistance to low-income and needy students to take such examinations. Parents may contact the school testing coordinator of their Suffolk Public Schools' zoned school for additional information about these examinations.

### **Protection of Student Information**

Section [22.1-254.1.G](#) prohibits school divisions from disclosing to VDOE or any other person or entity outside of the local school division information from a parent or student regarding election to provide home instruction or regarding a claim of a religious exemption without the parent's written consent. Note: the school division is required to provide to the Department the aggregate number of students receiving home instruction as provided in § 22.1-254.1.B. As prescribed in § [22.1-254.1.G](#) of the Code of Virginia, neither the VDOE nor any local school board shall require any student enrolled in a public elementary or secondary school or receiving home instruction pursuant to § [22.1-254.1](#), or his parent, to provide the student's federal social security number.

Parents may contact local school divisions if they have questions about these issues.

### **Additional Resources**

The following organizations can assist parents with information regarding home instruction:

#### **Home Educators Association of Virginia**

2100 W. Laburnum Ave.

Suite 108-A

Richmond, Virginia 23227

(804) 278-9200

e-mail: [info@heav.org](mailto:info@heav.org)

<http://www.heav.org/>

## **The Organization of Virginia Homeschoolers**

Post Office Box 5131

Charlottesville, Virginia 22905

(866) 513-6173

e-mail: [info@vahomeschoolers.org](mailto:info@vahomeschoolers.org)

[www.VaHomeschoolers.org](http://www.VaHomeschoolers.org)

### **Additional Assistance**

For general questions regarding home instruction, please contact the VDOE Policy Office at 804-225-2092 or by e-mail at [Policy@doe.virginia.gov](mailto:Policy@doe.virginia.gov)

VDOE does not maintain any information about testing for students who are homeschooled. For questions regarding **testing**, please contact the Suffolk Public Schools Office of Teaching and Learning. Contact information for Virginia's school divisions is available on the [Virginia School Division Directory](#).

Questions regarding **special education** should be addressed to VDOE's Division of Special Education and Student Services, at (804) 371-7420 or 1-800-422-2083 or you may call the Suffolk Public Schools' Director of Special Education at (757) 925-6764 .

Please contact VDOE by telephone at 804-225-3300 or by e-mail at [Instruction@doe.virginia.gov](mailto:Instruction@doe.virginia.gov) if you have general questions about **driver education** for home schooled students.

For information about public school/community college **dual enrollment** policies for students who are home schooled, please contact the Suffolk Public Schools' Supervisor of Advanced Instruction at (757)-925-6759.

For information regarding the Virginia Board of Education's *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, also known as the SOA or Standards for Accreditation, refer to VDOE's [Standards of Accreditation](#) webpage.

VDOE's mailing address is:  
Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120

For additional information, please visit the **VDOE Private Schools and Home Instruction webpage** at: [http://www.doe.virginia.gov/students\\_parents/private\\_home/index.shtml](http://www.doe.virginia.gov/students_parents/private_home/index.shtml).

# SUFFOLK PUBLIC SCHOOLS

## Notice of Intent to Provide Home Instruction

I am providing notice of my intention to provide home instruction for the child(ren) listed below as provided by §22.1-254.1 of the *Code of Virginia*, in lieu of having them attend school for the school year 20\_\_ - 20\_\_.

Name of Child(ren)	Date of Birth	Grade Level	Special Education (Y/N)	Zoned School

I request to be recognized as eligible to provide home instruction by selecting the option indicated below. (Check one below.)

- 1. I have a high school diploma and/or a higher credential.** (Attach a copy of the diploma and list of ALL subjects home instructed.) **A high school equivalency diploma such as a GED does not meet this requirement.**
- 2. I have the qualifications prescribed by the Board of Education for a teacher.** (Attach a copy of a teaching license or a statement to this effect from the Virginia Department of Education.)
- 3. I have provided the child with a program of study or curriculum which is to be delivered through a correspondence course or a distance learning program or in some other manner.** (Attach a notice of acceptance or other evidence of enrollment showing the name and address of the school and a list of subjects to be studied for the coming school year if the child is enrolled in a correspondence course or distance learning program. If you choose to provide a program of study or curriculum in some other manner as specified in the *Code*, a list of the subjects to be studied for the coming school year must be submitted to the school division.)
- 4. I have attached to this notice a statement which describes why I am able to provide an adequate education for my child(ren).**

As prescribed in § 22.1-254.1 of the *Code of Virginia*, I have included:

- Evidence of having met one of the above criteria along with this Notice by August 15 of each year.  
*\*If I begin home instruction after the school year has started, I will submit this Notice as soon as practicable and comply with the other requirements within 30 days of this Notice to the school division.*
- A description of the curriculum or a list of subjects to be studied during the coming school year.
- Evidence of educational achievement as prescribed in § 22.1-254.1 of the *Code of Virginia*, which defines the requirements for home instruction (by August 1 following this school year).
- I hereby certify that I am the parent or guardian of the child(ren) listed above.