

**ADMINISTRATIVE PROCEDURE TO ACCOMPANY
POLICY ON HOME EDUCATION INSTRUCTION****Eligibility**

The Board recognizes that RSA 193-A provides the legal right for parents to pursue home education within the parameters of certain requirements of enrollment and evaluation set by the New Hampshire State Department of Education (NHDOE). In order to provide home or non-public education, parents are required to notify either the Superintendent, the Principal of a non-public school, or the Commissioner of Education of their intention and must receive a letter from the Commissioner of Education acknowledging the planned home education program meets state requirements. The procedures that follow are meant to:

1. Standardize the enrollment and evaluation process for parents who choose the School District as the agency to participate in the home education program.
2. Make possible a fair and consistent relationship with all the home education programs for which the District is designated as the participating agency, especially in those areas left by the State to the discretion of the local School District.

Enrollment Procedures

1. The Superintendent will develop and revise a form to be used by parents in registering their intent to operate a home education. This form will be consistent with the requirements of RSA 193-A and the accompanying regulations of the NHDOE. The purpose of this form will be to provide for efficient and economical handling of program registration, and to comply with RSA 193-A and ED 315.
2. Parents initiating home education programs with the Superintendent must file their letter of notification of intent by August 1 pursuant to RSA 193-A. Parents wishing to initiate a home program after August 1 must file a letter of intent with the Commissioner of Education.
3. To facilitate the process of filing a letter of intent, parents are requested to use the Notification of Intent Form prepared by the Superintendent. Upon receipt of parents' notification of intent before August 1, the Superintendent will provide notification to the NHDOE.
4. Parents must provide for their child's attendance at a school within the District, a State of New Hampshire approved private school, or receive a written acknowledgement by the Commissioner of the establishment of a home education program.

Conventional attendance policies of the District and State Law apply to all students within the District until the Commissioner of Education, the Superintendent, or a non-public school Principal acknowledge the establishment of a home education program, or immediately apply upon the termination of any home education program so acknowledged.

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Evaluation Procedures

1. Parents must maintain a portfolio of records and materials relative to the home education program and must provide for an annual evaluation documenting the child's demonstration of education progress at a level commensurate with the child's age and ability, in accordance with RSA 193-A and ED 315.05-09.
2. Parents electing to request the School District's participation in the annual evaluation must make arrangements to do so with the appropriate building administrator at least 30 days prior to the end of the public school year. Arrangements for the District's participation will be at the discretion of the building Principal based upon the availability of necessary resources. Parents are responsible for making arrangements for formal assessments administered by the school 45 days prior to their student's participation.
3. In cases where the School District does not participate in the annual evaluation, parents are responsible for filing the results of the outside evaluation with the Superintendent's office by July 1st. ED 315-06(d) and (e).
4. The Superintendent will develop a form that may be used by the parents in filing the results of the outside evaluation. The same form will be used by the building Principal in filing the results of an evaluation with the Superintendent's office. Principals will send copies of said evaluation to the parents. The Superintendent will notify the parents if their child has demonstrated progress within 21 days of receiving the annual evaluation data. If progress is not demonstrated, the Superintendent will notify the parents in compliance with ED 315.08.

Re-enrollment into the District Program

1. Parents deciding to re-enroll their children into the School District program following a period of home education will make arrangements with the building Principal to provide for an evaluation process to determine appropriate placement in the school's program. Placements will be consistent with the School Board policy governing student placements, and are subject to the same appeal process.
2. Parents are responsible to remain aware of the scope and sequence of the District curriculum and for aligning their home education program in ways that may eliminate conflicts to appropriate placements.
3. Parents must notify the Commissioner of Education and the resident District Superintendent or non-public School Principal within 15 days of the termination of the home education program and shall promptly enroll their children with the District in a State of New Hampshire approved private school.

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Reference: IHBG-R

Statutory & Regulatory References:

RSA 193-A Home Education

RSA 193:1 Duty of Parent: Compulsory Attendance by Pupil

RSA 193:1-a Dual Enrollment

RSA 193:1-c Access to Public School Programs by Nonpublic or Home Educated Pupils

NH Code of Administrative Rules, Section Ed. 315.01 – 315.19, Procedures for the Operation of Home Education Programs

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