



Utica City School District

Home Schooling Information



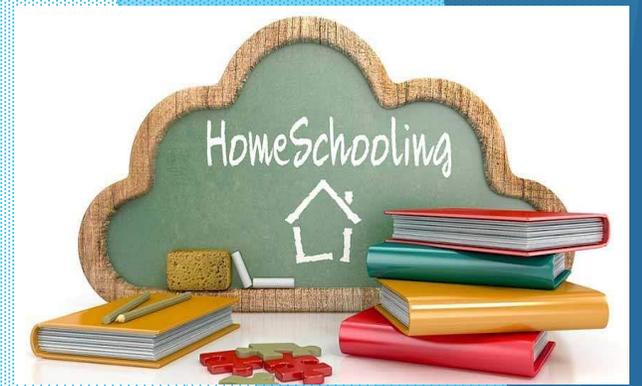


HOME SCHOOLING STEPS

Step 1 - Letter of Intent

The parent/guardian must submit a Letter of Intent by July 1st of each school year. Parents/guardians who decide to commence home instruction after the start of the school year, or who establish residence in the school after the start of the school year, shall provide their letter of intent within 14 days following the commencement of home instruction within the district.

The Letter of Intent should include the child's name, date of birth and grade level for the current school year, as well as the parents name, address and phone number.



Step 2 - Response from the District

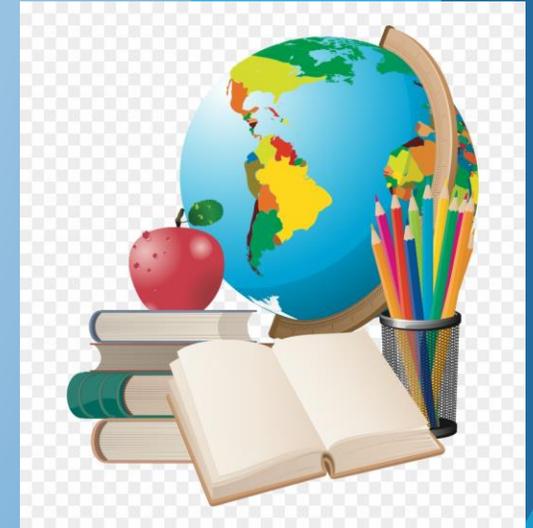
Once the school district receives the parent/guardian's Letter of Intent, within 10 business days you will receive a copy of the Homeschooling Regulations, the Individualized Home Instruction Plan (IHIP) form and additional forms. Below is a list.

- **A Response Letter stating the date we received their Letter of Intent as well as the date their IHIP (Individualized Home Instruction Plan) is due. Which is within four weeks or by August 15th whichever is later.**
- **A Copy of the NYS Regulations 100.10 Home Instruction**
- **A List of Subjects of Instruction required by Elementary, Middle School or High School**
- **Utica City School District School Calendar**

Step 3 - Parent/Guardian submits an Individualized Home Instruction Plan (IHIP) & the IHIP signature page for their child.

The IHIP must contain the following information:

- **Child's name**
- **Age**
- **Grade level**
- **List of syllabi**
- **Curriculum Materials**
- **Textbook or plan of instruction to be used in each of the required subjects**
- **Dates of submission to the school district of the parents' quarterly reports. These reports shall be spaced in even and logical periods.**
- **The names of the individuals providing instruction**
- **A statement that the child will be meeting the compulsory educational requirements of Education Law, Section 3205 through full-time study at a degree-granting institution, meaning enrollment meaning at least 12 semester hours in a semester or its equivalent, if that is the case. In this situation, the IHIP shall identify the degree-granting institution and the subjects to be covered by that study**



Step 4 - Submitting Quarterly Reports for Your Child Four Times a Year

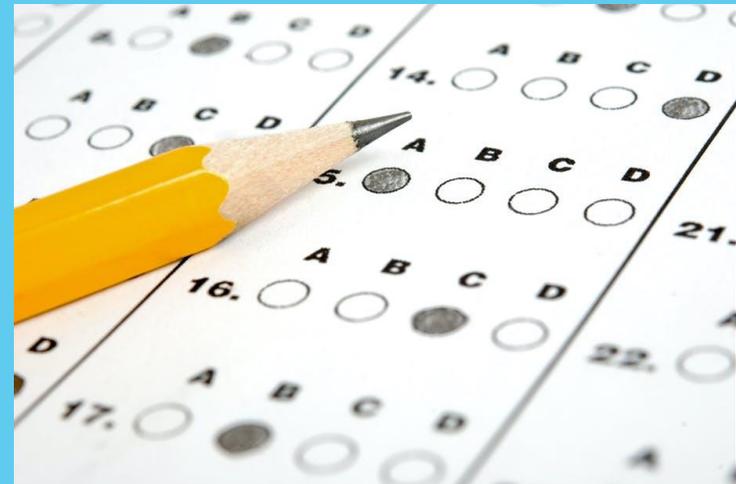
On or before the dates specified by the parent/guardian in the IHIP, a quarterly report for each child shall be furnished by the parent to the school district. A line stating that the student was learning the minimum number of hours required for that quarter takes care of attendance. (Required hours of instruction for grades 1 through 6 = 900 hours per year, and for Grades 7 through 12 = 990 hours per year).

The quarterly report shall contain the following:

- The number of hours of instruction during said quarter
- A description of the material covered in each subject listed in the IHIP
- Either a grade for the child in each subject or a written narrative evaluating the child's progress; and
- A written explanation in the event that less 80 percent of the amount of the course materials as set forth in the IHIP planned for that quarter has been covered in any subject

Step 5 - Annual Assessment

At the time of filing the fourth quarterly report as specified in the IHIP, the parent shall also file an annual assessment in accordance with this subdivision. The annual assessment shall include the results of a commercially published norm referenced achievement test which meets the requirements of paragraph (1) of this subdivision, or an alternative form of evaluation which meets the requirements of paragraph (2) of this subdivision.



Commercially published norm-referenced achievement tests

The test shall be selected by the parent from one of the following: the Iowa Test of Basic Skills, the California Achievement Test, the Stanford Achievement Test, the Comprehensive Test of Basic Skills, the Metropolitan Achievement Test, a State Education Department test, or another test approved by the State Education Department.

Terra Nova Test provided by the Utica City School District for the parent to administer and return to the school for grading by a teacher

Terra Nova Test results will be mailed to each parent. If a score is inadequate the program will be placed on probation

A student's score is will be deemed adequate if:

- The student has a composite score above the 33rd percentile on national norms: or
- The student's score reflects one academic year of growth as compared to a test administered during the subsequent to the prior school year.

Alternative Evaluation Methods

An alternative methods. An alternative form of evaluation shall be permitted to be chosen by the parent only as follow:

- (i) for grades one through three, a written narrative prepared by a person specified in subparagraph (iii) of this paragraph;*
- (ii) for grades four through eight, a written narrative prepared by a person specified in subparagraph (iii) of this paragraph. This alternative form of evaluation may be used no more than every other school year for these grades;*
- (iii) for the purposes of this paragraph, the person who prepares the written narrative shall be a New York State-certified teacher, a home instruction peer group review panel, or other person, who has reviewed a portfolio of the child's work. Such person shall certify either that the child has made adequate academic progress. In the event that such child has failed to make adequate progress, the home instruction program shall be placed on probation pursuant to subdivision (i) of this section. The certified teacher, peer review panel or other person shall be chosen by the parent with the consent of the superintendent. Any resulting cost shall be borne by the parent.*