



Mary A. Toomey, Ed.D.  
 Assistant Superintendent  
 Office of Curriculum and Instruction

**Notice of Intent to Pursue a Program of Home Education  
 Under Massachusetts G.L. LHEP, Ch. 76 § I  
 2017-2018 Academic Year**

Instructions: Please complete this form, attach requested additional information and forward it to the Curriculum Office prior to starting the home education program.

1. Parent/Guardian Information

Name of Parent(s)			
Address			
Phone (Home)		Phone (Cell)	
Email Address			

➔ Please provide proof of residency in the city of Lawrence, Massachusetts. A copy of a recent utility bill, rent, or mortgage receipt will be accepted.

2. Child(ren) Information ➔ Please include a copy of each child's birth record to verify age (*children must be 6 years of age by September 1<sup>st</sup> to qualify for Grade 1*):

Child's Full Name	Date of Birth	2017-18 Grade

- On a **separate sheet of paper**, describe the instructional program to be taught. Include subjects, curriculum materials to be used, and the number of instructional hours in each of the proposed subjects. Applicants may also wish to include other planned Educational Activities (Field Trips, etc.)
- On a **separate sheet of paper**, describe the academic background, life experience and/or qualifications of those who will be instructing the child(ren) as they relate to the instructional program described in response to #3.
- Check the method of assessment to be provided:

\_\_\_\_\_ Daily logs, journals, progress reports, portfolios, or dated work samples.

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- \_\_\_\_\_ An independent report made by someone acceptable to both the Superintendent's Office and the Parent(s) or Guardian(s).
- \_\_\_\_\_ Standardized Test Results
- \_\_\_\_\_ Consultation with the Deputy Assistant Superintendent
- \_\_\_\_\_ Any other method agreed to by both the Assistant Superintendent and home educator(s).

6. The following signature confirms the intent to provide a minimum of 900 hours of instruction at the elementary level (Grades 1-8) and 990 hours at the secondary level (Grades 9-12).

### NOTES:

- A. The textbooks, workbooks and other instructional aids to be used by the child(ren) along with lesson plans and teaching manuals to be used by the parents or guardians may be reviewed upon request prior to approving the home school program.
- B. A student approved for a Home Education Program in the Lawrence Public Schools is eligible to participate in any school-based academic, athletic, or enrichment program that may support his/her continued growth with the approval of the neighborhood school principal.
- C. Families approved for Home Schooling are urged to seek support from veteran home schoolers. Home schoolers should search for established networks in the Greater Boston area including Mass Hope, a faith based home schooling community.
- D. Should the process of initiating a Home Education Program occur during the school year, the parent(s) or guardian(s) shall inform the office of the Deputy Assistant Superintendent as soon as possible before the student is removed from school. The parent(s) or guardian(s) should then complete and submit this *Notice of Intent to Pursue a Program of Home Education* in accordance with *Massachusetts Annotated Laws ch.76 §1*.
- E. Notices confirming approval of a Home Education Program (initial and continuing) are mailed as quickly as possible, but generally prior to the start of each new academic school year. When questions concerning a home education program plan are not resolved via telephone or email, a parent/administrative meeting may be scheduled.
- F. It is requested that end-of-year assessment records be provided by June 30<sup>th</sup> of each academic year. Many home school families rely on the *California Achievement Test* that can be accessed at this website <http://www.setontesting.com/cat/>.
- G. Home Schooling families are asked to submit this notice by August 1<sup>st</sup> for continuation consideration. Should the family relocate from the district at any time during the school year, the Superintendent's office should be notified.

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Signature of Parent/Guardian

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Date Submitted