

# Home Schooling Liaison Service

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## PROCEDURES FOR HOME EDUCATION

1. Parents electing to provide home education need to complete the attached forms and submit required information as directed in the form.
2. Completed forms will be mailed thru U.S. Mail or emailed to the Hamilton County Educational Service Center for review.
3. The status of the notification will be made by HCESC within fourteen calendar days of receipt of the application. The parents and local superintendent will be notified of the determination in writing.
4. The local superintendent shall be notified of applications being held, appeals, or other action taken.
5. Academic assessment will be conducted in accordance with Rule 3301-34-04, which could include the parent choosing to have standardized testing conducted as part of the school district's scheduled testing program, at no cost to the parent. The time and testing shall be established by the school district with the results forwarded to the Hamilton County Educational Service Center.
6. Any child enrolling in the public school from a home education program shall be appropriately placed by the local school district. The local district may use annual assessment information kept by the Hamilton County Educational Service Center to assist in placement determination.

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Solving your challenges. Simplifying your life.

The purpose of the rules in this chapter is to prescribe conditions governing the issuance of excuses from school attendance under section 3321.04 of the Ohio Revised Code, to provide for the consistent application thereof throughout the state by superintendents, and to safeguard the primary right of parents to provide the education for their child (ren). Home education must be in accordance with the law.

## HOME EDUCATION NOTIFICATION FORM 3301-34-02 STATEMENT OF PURPOSE

### 3301-34-02 NOTIFICATION

A parent who elects to provide home education shall supply the following information to the superintendent of the public school district where the parent resides:

- School year for which notification is made: \_\_\_\_\_ District of Residence \_\_\_\_\_  
Is this the first year of home schooling? \_\_\_\_\_yes \_\_\_\_\_no
- Name of Parent(s) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Email \_\_\_\_\_  
*(Optional: It is recommended that contact information be provided should questions/problems arise with your application.)*
- Name, address and telephone number of person(s) who will be teaching the child subjects set forth in section (5) of this rule, **if** other than the parent:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_
- Full name and birth date of child(ren) to be educated at home:  

First Name	Middle Name	Last Name	Date of Birth 00/00/0000
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Assurances:

**Assurance that home education will include the following**, except that home education shall not be required to include any concept, topic, or practice that is in conflict with sincerely held religious beliefs of the parent: **(a)** Language, reading, spelling and writing; **(b)** Geography, history of the United States, and Ohio, and national, state and local government; **(c)** Mathematics; **(d)** Science; **(e)** Health; **(f)** Physical education; **(g)** Fine arts, including music; and **(h)** First aid, safety and fire prevention.

6. *Assurances Detailed:*

- Brief outline of intended curriculum for the current year. Such outline is for informational purposes only.
- List of (a) textbooks; (b) correspondence courses; (c) commercial curricula; or (d) other basic teaching materials that the parent intends to use for home education. Such list is for informational purposes only.
- Assurance that the child will be provided a minimum of nine hundred hours of home education each school year.
- Assurance that the home education teacher has one of the following qualifications: (a) A high school diploma; or (b) The certificate of high school equivalence; or (c) standardized test scores that demonstrate high school equivalence; or (d) Other equivalent credential found appropriate by the superintendent; or (e) Lacking the above, the teacher must work under the direction of a person holding a baccalaureate degree from a recognized college until the child's or children's test results demonstrate reasonable proficiency or until the home teacher obtains a high school diploma or a certificate of high school equivalence.
- The parent (s) shall affirm the above information supplied with his or her signature prior to providing it to the superintendent.

\_\_\_\_\_  
**Signature of Affirmation by the Parent**

\_\_\_\_\_  
**Date**

**3301-34-04 Academic Assessment**

- (A) The parent (s) shall send to the superintendent an academic assessment report of the child for the **previous school year at the time of supplying subsequent notification.**
- (B) The academic assessment report shall include one of the following:
  - (1) Results of a nationally normed, standardized achievement test; or
  - (2) A written narrative prepared by a certified teacher or a person mutually agreed upon by the parents (s) and the superintendent, indicating that a portfolio of the child's work has been reviewed by that person and that the progress demonstrated for the year is in accordance with the child's abilities; or
  - (3) An alternative academic assessment mutually agreed upon by the parent and superintendent.

**SEND THIS COMPLETED HOME EDUCATION NOTIFICATION FORM  
TO YOUR LOCAL RESIDENT PUBLIC SCHOOL DISTRICT SUPERINTENDENT**

## SAMPLE CURRICULUM AND TEXTS

Sometimes parents request examples of acceptable types of curriculum, or topics covered, to assist them in the completion of the Home Education Notification Form. Below are examples to guide parents. The samples are simply a guide and are not intended to be endorsements of any particular curriculum.

**NOTE: These are only samples to indicate the type of information needed.**

### **Mathematics:**

Textbook:	Mathematics Unlimited, Grades 3 and 4, Holt, Rinehart, & Winston
Additional Materials:	Mathematics Workbooks, Grades 3 & 4, Addison-Wesley
Intended Curriculum & Topics Covered:	Problem solving; fractions; metric measurement; averaging, multiplication, number sentences

### **Science:**

Commercial Curricula:	A Beka Science 7 grade Additional
Materials:	Library books on various subjects
Intended Curriculum & Topics Covered :	Basic Physics: motion, forces, energy, sound and light, weather systems, animal and plant kingdom, cell theory

**OHIO STATE BOARD OF EDUCATION**  
**Chapter 3301-34-04**

**ACADEMIC ASSESSMENT**

- (A) The parent (s) shall send to the superintendent an academic assessment report of the child for the previous school year at the time of supplying subsequent notification.
  
- (B) The academic assessment report shall include one of the following:
  - (1) Results of a nationally normed standardized achievement test which meets the requirements set forth in rule 3301-12-02 of the administrative code.
    - (a) Such test shall be administered by:
      - (i) A certified teacher; or
      - (ii) Another person mutually agreed upon by the parent (s) and the superintendent; or
      - (iii) A person duly authorized by the publisher of the test
    - (b) Results should demonstrate reasonable proficiency as compared to other children in the district at the same grade level. Any child that has a composite score at or above the twenty-fifth percentile shall be deemed to be performing at a level of reasonable proficiency.
  - (2) A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities.
    - (a) The written narrative shall be prepared by:
      - (i) A certified teacher; or
      - (ii) Other person mutually agreed upon by the parent (s) and the superintendent.
    - (b) The parent (s) shall be responsible for the payment of fees charged for the preparation of the narrative.
  - (3) An alternative academic assessment of the child's proficiency mutually agreed upon by the parent and the superintendent.
    - (a) If the parent(s) chooses to have the standardized testing conducted as part of the school district scheduled testing program, there shall be no cost to the parent(s).  
The time and location for testing shall be established by the school district.
    - (b) If the parent(s) chooses to have the standardized testing conducted privately, the parents shall pay for the testing. The parent(s) shall establish the time and location for testing.

**3301-34-04 Academic Assessment**

(A) The parent(s) shall send to the superintendent an academic assessment report of the child for the *previous school year at the time of supplying subsequent notification*.

- (B) The academic assessment report shall include one of the following: (attached)
- 1. Results of a nationally normed, standardized achievement test, or
  - 2. A written narrative, or
  - 3. An alternative academic assessment

# ACADEMIC ASSESSMENT REPORT

## **Option #1 Achievement Testing**

### **Administrative Code 3301-34-04**

(A) The parent(s) shall send to the superintendent an academic assessment report of the child for the previous school year at the time of supplying subsequent notification.

(B) The academic assessment report shall include one of the following:

1. Results of a nationally normed, standardized achievement test which meets the requirements set forth in rule 3301-12-02 of the Administrative Code.
2. Such test shall be administered by: a certified teacher, another person mutually agreed upon by the parent and superintendent, or a person duly authorized by the publisher of the test.
3. Results should demonstrate reasonable proficiency as compared to other children in the district at the same grade level. Any child that has a composite score at or above the twenty-fifth percentile shall be deemed to be performing at a level of reasonable proficiency.

Accordingly:

Enclosed are the results of the (name of test)\_\_\_\_\_

For (Child's Name)\_\_\_\_\_

This test was administered by:

\_\_\_\_\_ a certified teacher

\_\_\_\_\_ another person mutually agreed upon by the parent(s) and the superintendent; **or**

\_\_\_\_\_ a person duly authorized by the publisher of the test.

The results\_\_\_\_\_ (percentile) demonstrate reasonable proficiency.

ACADEMIC ASSESSMENT REPORT

**Option #2 Written Narrative**

**Administrative Code 3301-34-04**

(A) The parent(s) shall send to the superintendent an academic assessment report of the child for the previous school year at the time of supplying subsequent notification.

(B) The academic assessment report shall include one of the following:

1. A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities.
2. The written narrative shall be prepared by a certified teacher OR another person mutually agreed upon by the parent and the superintendent.

Accordingly:

I hereby attest that a portfolio of samples of \_\_\_\_\_'s work was reviewed by me for the \_\_\_\_\_ academic year and is in accordance with his/her abilities.

X \_\_\_\_\_  
**Signature of assessor**

\_\_\_\_\_ certified teacher

\_\_\_\_\_ other person mutually agreed upon by the parent and superintendent