



## **Home Education Guidelines and Procedures**

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## **Home Education Introduction**

The Trumbull County Educational Service Center provides administrative assistance to families of students who reside in the following school districts: Bloomfield-Mespo; Bristol; Brookfield; Champion; Girard; Howland; Hubbard; Joseph Badger; LaBrae; Lakeview; Liberty; Lordstown; Mathews; Maplewood; McDonald; Newton Falls, Southington and Weathersfield. Students residing in Niles or Warren City school districts may contact these districts directly. Additionally, Parents and/or legal guardians must meet the requirements of Ohio law to homeschool. If requirements are met, the district superintendent shall release the student from required compulsory school attendance. This excuses the student and family from school attendance requirements in state law.

- Homeschooling notifications are required for all students in grades kindergarten through 12.
- In order to process paperwork on behalf of school districts, the TCESC should be notified of homeschooling prior to the opening of the school year.
- Notifications are ongoing for students who withdraw from the school district to begin homeschooling mid-year.
- Students who are homeschooled cannot receive a state-issued high school diploma after completing grade 12.
- Online schools do not qualify in the category of homeschooling.
  - Some online schools are considered community/chartered public schools.
  - If the online school is out of state and you have to pay tuition, you must register as being enrolled in an out-of-state school.

**Parents or guardians** who decide to homeschool their child(ren) are responsible for selecting the curriculum and course of study. Upon selection of the curriculum and educational materials, the responsibility for providing instruction rests upon the parents/guardians. There is no state financial assistance for families who choose this option.

- If a homeschool student returns to a public school, the district superintendent, in accordance with local board policy, shall determine the appropriate grade level for the student.

## **Ohio Administrative Code 3301-34-03 Notification Overview**

The purpose of this code is to outline the conditions under which a child who is of compulsory school age may be excused from attendance for the purpose of Home Education (Home Schooling). Parents and/or legal guardians wishing to educate their children at home must:

- Provide notification to the superintendent/superintendent designee
  - The school year for which notification is made
  - Name of parent, address, telephone number
  - Full name and birthdate of the child
- Provide a combined 900 hours of instruction in the following subjects (not be required to include any concept, topic, or practice that is in conflict with the sincerely held religious beliefs of the parent):
  - Language, reading, spelling, and writing
  - Geography; history of the United States and Ohio; and national, state, and local government
  - Mathematics
  - Science
  - Health
  - Physical Education
  - Fine arts, including music
  - First aid, safety, and fire prevention
- An outline of the curriculum for the current school year
- A list of textbooks, correspondence courses, commercial curricula
- Home Education teacher has one of the following qualifications:
  - Highschool diploma; or
  - Certificate of High School Equivalence; or
  - Standardized test scores that demonstrate high school equivalence; or
  - Other equivalent credentials found appropriate by the superintendent; or
  - Lacking the above, the home 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.

## **Guidelines for Home Education**

1. To be excused from compulsory attendance for the purpose of Home Education, a parent/guardian shall submit all notification requirements as specified in the Ohio Administrative Code 3301-34-03.
2. Students who are excused from attendance at school by reason of Home Education in accordance with the Ohio State Board of Education Regulations will be deemed to have withdrawn from enrollment in the district of residence during the period of Home Education.
3. Home Educated students will be permitted to take the Ohio state tests at the prescribed grade levels. *It is the responsibility of the parent/guardian to make arrangements with the district of residence.* The district of residence will not authorize payment for testing outside the school district.
4. Students are excused from compulsory attendance for only the current school year or the remainder of the current school year. Home Education in a subsequent year requires yearly notification.

## **Procedures for Home Education**

Note: The Trumbull County Educational Service Center provides administrative assistance to families of students who reside in the following school districts: Bloomfield-Mespo; Bristol; Brookfield; Champion; Girard; Howland; Hubbard; Joseph Badger; LaBrae; Lakeview; Liberty; Lordstown; Mathews; Maplewood; McDonald; Newton Falls, Southington, and Weathersfield.

1. Parent/guardian must submit to the Trumbull County Educational Service Center a Home Education Notification Form.
2. You may obtain a Home Education Notification Form on the Trumbull County Educational Service Center website.
  - a. Submit the notification form to Trumbull County Educational Service Center.  
Attention: Lisa Iberis
  - b. The ESC will review the Home Education Notification Form within 14 calendar days of receipt and determine if it is legally compliant with the Ohio Administrative Code. Upon determination that the Home Education Notification Form is compliant, the ESC will notify the district superintendent.
  - c. Once all legal requirements are met, the district of residence Superintendent will notify the parent/guardian that the child is excused from school attendance for the school year.
3. Ohio Administrative Code requires an academic assessment report for each student who is home educated at the end of each school year. This report is required as the parents/guardians supply subsequent notification in order to continue home education.
  - a. There are several options, which fulfill the requirement for an academic assessment:
    - i. Provide results of standardized testing which demonstrate reasonable proficiency.
    - ii. Submit a written narrative by a certified teacher who has reviewed Portfolio samples of their student's work.
    - iii. Submit an alternative assessment as agreed upon by the Superintendent.

### **Ohio Accepted Recommended Standardized**

The following standardized, nationally normed tests yield percentiles and stanines and are acceptable for submission for the Selective Enrollment Elementary and High Schools application process.

- ❖ Terra Nova (normed 2007 or 2011)
- ❖ Stanford Achievement Test 10
- ❖ Iowa Tests of Basic Skills(ITBS)
- ❖ Kaufman Test of Educational Achievement 2
- ❖ Woodcock-Johnson Achievement Test 3
- ❖ Wechsler Individual Achievement Test 3

## **Re-Enrollment Guidelines and Procedures**

The district of residence shall enroll or re-enroll a child who has been home-educated without discrimination or prejudice. The Superintendent shall determine the appropriate placement in accordance with ORC 3319.01

## **Home Education & Graduation**

(A) A person who has completed the final year of instruction at home, as authorized under section 3321.04 of the Revised Code, and has successfully fulfilled the high school curriculum applicable to that person may be granted a high school diploma by the person's parent, guardian, or other person having charge or care of a child, as defined in division (A)(1) of section 3321.01 of the Revised Code.

(B) Beginning with diplomas issued on or after July 1, 2015, each diploma granted under division (A) of this section shall be accompanied by an official letter of excuse issued by the district superintendent for the student's final year of home education.

(C) A person who has graduated from a non-chartered nonpublic school in Ohio and who has successfully fulfilled that school's high school curriculum may be granted a high school diploma by the governing authority of that school.

(D) Notwithstanding anything in the Revised Code to the contrary, a diploma granted under this section shall serve as proof of the successful completion of that person's applicable high school curriculum and satisfactory to fulfill any legal requirement to show such proof.

(E) For the purposes of an application for employment, a diploma granted under this section shall be considered proof of completion of a high school education, regardless of whether the person to which the diploma was granted participated in the assessments prescribed by division (A)(1) or (B)(1) or (2) of section 3301.0710 and section 3301.0712 of the Revised Code.

(F) A diploma granted under division (A) of this section may include a state seal of biliteracy or an OhioMeansJobs-readiness seal that may be assigned to the student's diploma, by the parent, guardian, or other person having charge or care of the student, in the same manner as prescribed for transcripts issued by school districts and chartered nonpublic schools under sections 3313.6111 and 3113.6112 of the Revised Code.



**Please provide the following items on this checklist. Items should be checked on this sheet and submitted with the notification form.**

5.  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 the sincerely held religious beliefs of the parent:
- a. Language arts, 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
  - h. First aid, safety, and fire prevention

6.  A brief outline of the intended curriculum for the current year for informational purposes only. **(Please attach a copy.)**

7. For informational purposes, please provide a list of: **(Please attach a copy.)**

- Textbooks
- Correspondence course
- Commercial curricula

*Or you may provide the following:*

- Other basic teaching materials that the parent intends to use for home education.

8.  Assurance that the child will be provided a minimum of nine hundred (900) hours of home education each school year.

9. Assurance that the home teacher has one of the following qualifications:

- High school diploma
- Certificate of high school equivalence
- Standardized test scores that demonstrate high school equivalence
- Other equivalent credentials found appropriate by the superintendent
- Lacking the above, the home teacher must work under the direction of a person holding a baccalaureate degree from a recognized college until the child/children's test results demonstrate reasonable proficiency or until the home teacher obtains a high school diploma or a certificate of high school equivalence.

10. The parent(s) shall sign below to affirm the information has been supplied before submitting this form:

Date: \_\_\_\_\_ Signature of Affirmation: \_\_\_\_\_

If you have questions or concerns regarding this notification, please feel free to call.

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