

Home Study Enrollment Packet Instructions (with Checklist)

Please Note: It is strongly encouraged that you submit all required forms and Portfolio documentation at one time.

- A separate enrollment packet is needed for each individual student (this includes siblings). Meaning you should not submit one copy of forms per family but per student.
- Paper packets are scanned through an 8.5 x11in scanner anything larger will be cut down, please do not send anything that is: 3D, stapled or other original crafts that would harm the scanner
- The Home Study office secure shreds all paper copies once an electronic copy is made.
- Remember to only submit copies of your original documents as they will not be returned to you.

Home Study Timeline

March 01 – You may start enrolling for upcoming school year.

May 01 – No current year enrollments will be accepted after this date.

July 01 – You are considered no longer enrolled in Home Study if new enrollment is not received.

August 01 – Submission deadline to qualify for the MCOS exemption.

First Day of Public School in your district is the Required Submission date.

***Rolling enrollments** are accepted as long as the student is enrolled elsewhere (public school/ private school) until you have received an official Home Study enrollment complete letter.

Home Study Forms Checklist

Home Study Enrollment Form A

Section 1: Student Information

- Please complete the entire section as all information is required.

Section 2: Parent/Guardian

- Please complete the entire section as all information is required.

Section 3: Signatures

- Both parents/guardians are required to sign.
- If student is age 18 or older, the student's signature is required.

Home Study Independent Professional Evidence Reporting Form B

- Needs to be submitted only if the student has not previously been enrolled in a VT public school, or it is their first-year enrolling in VT Home Study.
- Must be completed by an independent professional, not a parent/guardian or relative of student.
- You can substitute this form by submitting one of the following: a special education evaluation from a licensed special educator, IEP, 504 Plan, physician or psychologist/psychiatrist screening/summary results.

Home Study Minimum Course of Study (MCOS)

- An MCOS is always required for students at age 12 regardless of exemption status.
- You may not need to submit an MCOS if you qualify for the MCOS Exemption.
**Exemption: 16 VSA §166b(k): A VT home study program that has successfully completed the last two consecutive school years of home study with any enrolled child, provided those two years fall within the most recent five years, shall not thereafter be required to submit an annual detailed outline or narrative describing the content of the minimum course of study.*

Home Study Adaptations for Minimum Course of Study (MCOS)

- Always required every year regardless of MCOS Exemption status if the student has a documented disability.

Home Study Instructor Enrollment Form C

- Form is required when student is receiving ongoing instruction from anyone other than a parent in a content area listed on the MCOS.

Home Study Assurance of Educational Legal Rights Form

- Complete this form if a sole parent/guardian with educational decision-making rights is enrolling a student or if the student's surname is different from either or both of the parent/guardian(s)' surnames.

Home Study Parent Report/Letter and End of Year Assessment (EOYA)

- In order to document that your student successfully completed the previous Home Study school year you are required to submit this along with your upcoming school year enrollment.
- Alternatively, if you do not plan on re-enrolling at the end of the year you would still submit this but not the re-enrollment forms listed above.

For questions, please contact the Home Study Office

Mailing address:

Agency of Education, Home Study Office

1 National Life Drive, Davis 5

Montpelier, VT 05620-2501

Contact Info:

(Phone) 802-828-6225

(Fax) 802-828-6433

(Email) AOE.Homestudy@vermont.gov