

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

Home Study Enrollment Form A

Section 1: Student Information

Student Name:		School Year
Date of Birth (MM/YYYY)	Age:	Type of Enrollment: <input type="checkbox"/> New <input type="checkbox"/> Re-enrolling
Public school student would have attended:		
Student's Town of Residence:		
<input type="checkbox"/> Check here if the student has previously been enrolled in a Vermont public school or VT home study program. If checked, do not submit Form B. If student has previously been enrolled in a VT public school , please submit a copy of a prior year report card.		

Section 2: Parent/Guardian 1

Parent/Guardian 1 Name:		
Mailing Address:		
Town:	State:	Zip:
Town of Legal Residence: (If different than mailing)		
Primary Phone:	Secondary Phone:	Preferred Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Email
Yes add me to the Email Membership List <input type="checkbox"/>	Email address (optional):	
Please remove me from the Email Membership List <input type="checkbox"/>	Email Address to be removed:	

Home Study Enrollment Form A

Section 2: Parent/Guardian 2

Parent/Guardian 2 Name:		
Mailing Address:		
Town:	State:	Zip:
Town of Legal Residence: (If different than mailing)		
Primary Phone:	Secondary Phone:	Preferred Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/> Email
Yes add me to the Email Membership List <input type="checkbox"/>	Email address (optional):	
Please remove me from the Email Membership List <input type="checkbox"/>	Email Address to be removed:	

Section 3: Signatures

Title 16 V.S.A. § 166b(a)(7) requires that the signatures of all custodial parents or guardians who are legally authorized to make educational decisions for the student are identified on the enrollment form.

Parent/Guardian 1 Signature (Required)	Date signed
Parent/Guardian 2 Signature (Required)	Date signed
Student Signature (if 18 or over)	Date signed

Independent Professional Evidence Reporting Form B

Must be completed for new enrollments **only if** the student has not previously been enrolled in a VT public school or a VT home study program

Student's Name: _____ **Age:** _____

Instructions: This form, or a variation of this form (see below) shall be completed **only if** the student has not previously been enrolled in a VT public school or a VT home study program.

This form must be completed by an independent professional (such as a health care professional, mental health provider or licensed educator or licensed special educator/related service provider). This form **cannot** be completed by a parent/guardian or relative of the student.

In lieu of this form (Form B), you may submit one of the following: a special education evaluation, IEP, 504 Plan, results from a screening or summary from a physician, licensed special educator, licensed related service provider, psychologist/psychiatrist, or licensed classroom teacher or other professional evidence.

Provider Instructions: Provide the following information.

Date Seen: _____

Independent Professional Name: _____

Title of Independent Professional: _____

Contact Information for Independent Professional:

Phone: _____ Email: _____

Do you suspect that the student may have a disability based in the results of the screening?

Yes No

Do you recommend further evaluation to determine whether or not this student has a disability that would interfere with his/her ability to learn? Yes No

If yes, what are your specific recommendations? _____

Independent Professional Evidence Reporting Form B

(Optional) Based on your knowledge what accommodations, modifications, and/or adaptations do you recommend?

Additional comments/suggestions: _____

Signature: _____ **Date:** _____

For questions please contact the Home Study Office.

Home Study Office

1 National Life Drive, Davis 5

Montpelier, VT 05620-2501

(P)802-828-6225

(F)802-828-6433

AOE.Homestudy@vermont.gov

Minimum Course of Study (MCOS)

Instructions: Provide a list of skills and topics, scope and sequence, outline or narrative for each of the topic areas that the student will be learning about during the course of the school year. If the student is age 13 or older at the time of enrollment, then you are not required to provide a MCOS for physical education, health and fine arts.

MCOS Exemption: If you have successfully completed the last two consecutive school years of home study (within the last 5 years), you are not required to submit a MCOS until the student reaches the age of 12.

An MCOS must be submitted for every student who is age 12 (at the time of enrollment), regardless of the exemption.

If the student has a documented disability, the [MCOS Adaptations](#) page needs to be completed.

Check here if the parents/guardians are providing the ongoing instruction in each subject area of the MCOS. If someone *other than the parents/guardians* is providing ongoing instruction in any subject area of the MCOS, then complete [Form C](#).

Student Name:	School Year:
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- 1. Basic Communication skills, including reading, and writing**, (*i.e. phonics, speaking/listening, vocabulary, spelling, grammar, types of writing*):
- 2. Basic Communication skills mathematics** (*i.e. addition, fractions, time, measurement, algebraic/geometric concepts*):
- 3. Citizenship, History, and Government in Vermont and the United States** (*i.e. community action and local government, specific eras in history of VT, the US*)

Minimum Course of Study (MCOS)

Student Name:	School Year:
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4. **English, American and other literature:** (i.e. genres of books, plot, responses to reading):
5. **Natural Sciences** (i.e. the scientific method, discoveries and inventions, Physical Science, Life Science, Earth and Space Science, and Engineering)

***Topic Areas 6, 7 and 8 are only required if the student is 12 or younger at the time of enrollment.**

6. ***Physical Education** (i.e. team sports, dance, martial arts, yoga, skiing)
7. ***Comprehensive Health Education including the effects of tobacco, alcoholic drinks, and drugs on the human system and on society** (i.e. first aid, human growth and development, and nutrition)
8. ***Fine Arts** (i.e. visual arts, media arts, music, dance, attend performing arts events)

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Adaptations for Minimum Course of Study (MCOS)

Instructions for Special Services and/or Adaptations: If the student has a documented disability (as identified on Form B, or other similar documentation), include any special services and/or adaptations specific to each content area. The goal of implementing adaptations is to enable the student to progress as closely to his/her age and ability as can reasonably be expected within the course of a school year. **This is required every year, regardless of the MCOS exemption.**

Examples for special services include: counseling, speech/language pathology services, and/or reading comprehension services from the local school district. The special services may be through a school district, an outside agency or an independent provider.

Examples of adaptations include: using a calculator, books on tape, speech-to-text software, oral tests, pre-teaching vocabulary words, stretch/movement breaks or other adaptive practices.

Student Name:	School Year:
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List any Special Services and/or Adaptations the student will receive through the home study program in each of the following areas as needed. Please note, depending on the area/s of disability, not every content area may need to include special services/adaptations.

If the student has a disability that requires the same adaptations in each area in the MCOS, list them here instead of in each section (*i.e. the student will take frequent breaks, all materials will be read to the student, the student will be given oral and written directions*):

- 1. Basic Communication skills, including reading, and writing** (i.e. phonics, speaking/listening, vocabulary, spelling, grammar, types of writing):
- 2. Basic Communication skills mathematics** (i.e. addition, fractions, time, measurement, algebraic/geometric concepts):
- 3. Citizenship, History, and Government in Vermont and the United States** (i.e. community action and local government, specific eras in history of VT, the US)

Adaptations for Minimum Course of Study (MCOS)

Student Name:	School Year:
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4. **English, American and other literature:** (i.e. *genres of books, plot, responses to reading*):
5. **Natural Sciences** (i.e. *the scientific method, discoveries and inventions, Physical Science, Life Science, Earth and Space Science, and Engineering*):

***Topic Areas 6, 7 and 8 are only required if the student is 12 or younger at the time of enrollment.**

6. ***Physical Education** (i.e. *team sports, dance, martial arts, yoga, skiing*)
7. ***Comprehensive Health Education including the effects of tobacco, alcoholic drinks, and drugs on the human system and on society** (i.e. *first aid, human growth and development, and nutrition*)
8. ***Fine Arts** (i.e. *visual arts, media arts, music, dance, attend performing arts events*)

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Home Study Instructor Enrollment Form C

If someone *other than the parents/guardians* is providing ongoing instruction in a subject area of the Minimum Course of Study (MCOS), then complete this form. Ongoing instruction is defined as providing all of the subject area, not just a single portion of the area (i.e. if the student is taking an entire year of algebra at a local school, this form needs to be completed. If the student is taking piano lessons as **part** of the Fine Arts requirement, then this form does not need to be completed).

Section 1: Student Information

Student Name:	School Year:
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Section 2: School Information

Name of class/course:	Instructor's Name:
Mailing Address:	City:
State:	Zip:
Phone Number:	Email:
Signature of Instructor:	Date:

Name of class/course:	Instructor's Name:
Mailing Address:	City:
State	Zip
Phone Number:	Email:
Signature of Instructor:	Date:

Assurance of Educational Legal Rights

Only complete this form if:

1. A sole parent/guardian with educational decision making rights is enrolling a student **or**
2. The student surname is different from either or both of the parents'/guardians' surnames.

* This form only needs to be signed once per child unless family circumstances change. If you have signed this form previously and family circumstances have not changed, you are not required to sign it and submit it in your enrollment packet. If your family dynamics have changed within the past year, then this form **will** need to be signed and submitted.

Dear Parent/Guardian,

On your enrollment form, the Vermont Agency of Education's (VTAOE) Home Study Program staff must be able to determine who is legally responsible for your student's education. It is sometimes difficult to determine this if there is a signature of a single parent/guardian or if the signature(s) of parents/guardians has a different surname as the child on the enrollment form. Title 16 V.S.A. § 166b (a) (7) requires that the signatures of all custodial parents or guardians who are legally authorized to make educational decisions for the student are identified on the enrollment form.

A student in the physical custody of a parent/guardian does not necessarily mean that the parent/guardian is also legally authorized to make educational decisions. For example, in situations where parents/guardians are divorced or separated, both parents/guardians remain responsible for making educational decisions unless a legal document (parental rights and responsibilities order, divorce decree, parentage order, etc.) designates one parent/guardian solely or primarily responsible for educational decisions. Another example would include a student who is in the custody of the Department of Children and Families (DCF) and living with a foster family. The foster family does not have the authority to make educational decisions and thus could not enroll a student in a Home Study Program.

To ensure that the parents/guardians who are legally authorized to make educational decisions are enrolling their children in a Home Study Program, parents/guardians need to sign the next page.

Assurance of Educational Legal Rights

Please fill out the form and return it to the Home Study Office at the Agency of Education. Also, please remember to sign one form for each student.

Date: _____ **Name of Student:** _____

Name(s) of Parent(s)/Guardian(s): _____

Please verify with your signature that the individual listed above include all who are authorized to make educational decisions for the student. By signing I certify that the information given on this form is true and correct to the best of my knowledge.

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

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