

Home Study Guidelines

Dear Home Study Families;

The 2019-2020 Home Study Enrollment forms, Guidelines Document and a Frequently Asked Questions document for parents to use for the new school year have just been revised. You can locate them on the [AOE Home Study page](#). As a reminder, families can enroll for the next school year beginning on March 1 of every year.

The Agency of Education (AOE) Home Study Team encourages families to review the following summary of changes and a few reminders that are currently in effect for the 2019-2020 school year:

Notifications for the 2019-2020 School Year:

The Agency of Education is continuing to use our [online platform \(Cognito\)](#) for electronic submissions. Cognito has allowed the Home Study Team some additional flexibility and has proven to be a to receive all required documents at the same time. Additionally we have found that there are fewer incomplete letters being sent to families when we need additional documentation for families to use when submitting their Enrollment forms and End of the Year Assessments (EOYA). This portal is user-friendly and ensures that all required documents arrive at the same time. We are able to review the documents in a timely manner when everything is submitted at the same time. This [online system](#) and the instructions can be found on our [website](#).

This system has proven to be more efficient for the Home Study Office to process families' enrollments and End of Year Assessments and is our preferable way to receive documents. Families who wish to mail their enrollment and assessment information can send them directly to the Home Study office at:

Vermont Agency of Education – Home Study Office
1 National Life Drive, Davis 5
Montpelier, VT 05620-2501

Families who want to be eligible for the Minimum Course of Study (MCOS) Exemption:

- To be considered “**complete**” and eligible for the 2019-2020 MCOS exemption, enrollment forms **and** End of Year Assessments (EOYA) **for each student** must be received and clearly postmarked or time stamped on or before midnight on, **August 1, 2019**. Paperwork that is received after midnight on August 1 will not be eligible for the MCOS exemption.

- An exemption can be received if at least one student in the family has completed two full consecutive years within the last five. To be considered complete, Home Study Enrollments and End of the Year Assessments must be received or clearly postmarked by midnight on August 1, 2019. If families have multiple students, and want to be eligible for the MCOS exemption, then all Enrollment forms **and** EOYAs must be received by the deadline. If one student loses the exemption, then all students in the family lose the exemption and must start the process of completing two full consecutive years within the last five.

Tips on how to Submit your Paperwork:

- Each student must have their own enrollment form, Minimum Course of Study (MCOS) and End of the Year Assessment (EOYA). **Please do not combine multiple children on one form.**
- We no longer accept CD's, thumb drives, Dropbox or Google Drive (risk of virus) or examples of work that cannot be scanned (models, clay, candles).
- The Home Study forms can be found [online](#).
- **Please note:** families who have requested to receive documents via email, please check your junk and spam folders prior to contacting the Home Study Office. Families have reported finding our correspondence in those files.

For Parent Reports and Portfolios:

- **Only send 4-6 samples of work for each subject area** (1 sample each for PE, Fine Arts and Health). It is excessive to send more examples for us to review and it slows down the review process.

Form B:

- Form B or its equivalent needs to be completed for students enrolling for the first time.
- If the student has previously been enrolled in a Vermont public school, then a report card or similar documentation indicating that the student was previously enrolled in a VT public school can be submitted in lieu of Form B. Please make sure that the school name, student name and date/s attended is listed on the document.
- If the student was previously enrolled in pre-qualified pre-school program, a document from the program indicating that the student was enrolled is sufficient. Search the online [database](#) to see if your child's preschool is pre-qualified. Please make sure that name of the pre-qualified pre-school program, student name and date/s attended is listed on the document.
- 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). 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.

- This form cannot be completed by a parent/guardian or relative of the student.

We are continuing our use of our Home Study Technical Assistance line and email address which is monitored daily by staff. Please help us respond to families faster by contacting us at 802-828-6225 or at AOE.Homestudy@vermont.gov.

Sincerely,
The AOE Home Study Team

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Instructions on Completing the Home Study Enrollment Forms

The Agency Of Education has made some changes to these forms. Please keep in mind there is specific information that is required before the enrollment process can be considered complete. Not all students require the identical forms to be submitted. Please refer to the following checklist to ensure that all of the specific information required for your student is included in your submission. Missing documents will delay the home study enrollment process.

Required forms to be included in the enrollment packet:

New Enrollments

- Home Study Enrollment Notice-Form A
- Independent Professional Evidence (Disability) Reporting Form-Form B
 - Or Report Card or similar documentation that the student was enrolled in a **Vermont public** school during the last school year (please make sure that the school name, student name and date/s attended is listed on the document).
 - In lieu of 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
- Minimum Course of Study (MCOS)
 - Required unless the family qualifies for the MCOS exemption.
 - An exemption can be received if a student in the family has completed two full consecutive years within the last five. To be considered complete, Home Study Enrollments (AND End of the Year Assessments) must be received or clearly postmarked by midnight August 1, 2019..
 - **Students who are age 12 must have an MCOS regardless of the exemption**

Additional Forms that *may be* needed:

- Assurance of Legal Authorization to Make Educational Decisions
 - Only necessary for a parent with sole legal and educational decision making rights or if the parent/s and student have different surnames
- MCOS Adaptations for Disabilities
 - Only necessary if the student has a diagnosed disability
- Instructor Form-Form C
 - Only necessary if someone other than the parent/guardian is providing the primary/continuous instruction in the subject area of the MCOS

Second Year Enrollments:

- Home Study Enrollment Notice-Form A
- Minimum Course of Study (MCOS)
 - Required unless the family qualifies for the MCOS exemption.
 - An exemption can be received if a student in the family has completed two full consecutive years within the last five. To be considered complete, Home Study Enrollments (AND End of the Year Assessments) must be received or clearly postmarked by midnight August 1, 2019. **Students who are age 12 must have an MCOS regardless of the exemption**

End of Year Assessment (EOYA)

- Teacher Assessment
- Parent Letter and Portfolio
- Teacher Advisory Service Report from a publisher of a commercial curriculum and Portfolio, or
- Results from a Standardized Achievement Test

Additional Forms that **may be needed:**

- Assurance of Legal Authorization to Make Educational Decisions
 - Only necessary for a parent with sole legal and educational decision making rights or if the parent/s and student have different surnames
 - Only if family dynamics change from the previous year
- MCOS Adaptations for Disabilities
 - Only necessary if the student has a diagnosed disability
- Instructor Form-Form C
 - Only necessary if someone other than the parent/guardian is providing the primary/continuous instruction in the subject area of the MCOS

Subsequent Enrollments:

- Home Study Enrollment Notice-Form A
- Minimum Course of Study (MCOS)
 - To be considered a full year, enrollments must be received or clearly postmarked by midnight, August 1. To be considered complete, Home Study Enrollments and End of the Year Assessments must be received or clearly postmarked by midnight, August 1, and an end of year assessment must be received at the end of the school year.
 - Required unless the family qualifies for the MCOS exemption.
 - An exemption can be received if a student in the family has completed two full consecutive years within the last five. To be considered complete, Home Study Enrollments (AND End of the Year Assessments) must be

received or clearly postmarked by midnight August 1, 2019 **Students who are age 12 must have an MCOS regardless of the exemption**

- End of Year Assessment (EOYA)
 - Teacher Assessment
 - Parent Letter and Portfolio
 - Teacher Advisory Service Report from a publisher of a commercial curriculum and Portfolio, or
 - Results from a Standardized Achievement Test

Additional Forms that *may be* needed:

- Assurance of Legal Authorization to Make Educational Decisions
 - Only necessary for a parent with sole legal and educational decision making rights or if the parent/s and student have different surnames
 - Only if family dynamics change from the previous year
- MCOS Adaptations for Disabilities
 - Only necessary if the student has a diagnosed disability
- Instructor Form-Form C
 - Only necessary if someone other than the parent/guardian is providing primary/continuous instruction in the subject area of the MCOS

Student/MCOS 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 Enrollments must be received or clearly postmarked by midnight, August 1, 2019, to be considered complete. The student must not have been withdrawn during the school year, for this to be considered a school year. An MCOS must be submitted for each child who is 12 years old at the time the enrollment (even if the student is eligible for the exemption). See 16 V.S.A. §166b (k). Please note that the EOYA must accompany the enrollment forms to be eligible for the exemption.

The MCOS exemption is extended to all students in a family. If one student earns the exemption, then all of the students in the family receive the exemption. The same applies for students who lose the exemption. If one student in a family loses the exemption, then all students in the family lose the exemption.

Students who are age 12 at the time of enrollment, regardless of exemption status, must have a Minimum Course of Study (MCOS) included with their enrollment.

The MCOS exemption doesn't apply if the program has been disallowed by order of a hearing officer or a home study enrollment notice was withdrawn during the previous year.

Please remember to include all applicable forms when submitting your enrollment packet. Each student must have his/her own MCOS and enrollment form. If students are combined on the same form, we will ask families to separate out the documentation for each child prior to our review. This will avoid multiple submissions and follow up calls/emails on behalf of both the families and the Agency of Education staff which will delay the enrollment process. It is preferable that EOYA and Enrollment forms as submitted simultaneously.

While electronic submissions are preferable, the Home Study Team will continue to accept paper copies of enrollment notices. Families who want to ensure the arrival of their enrollment packet is encouraged to obtain confirmation via the postal service. During the summer months, the Home Study staff receive up to 150 enrollment packets per day. Once the packets are received, the Agency of Education staff has 14 business days to respond to families. This will be done in writing, either via email or the postal service. **Please refrain from contacting the Home Study staff to inquire about the status of your enrollment unless you receive a specific request to do so.** If you have not received a response from the Home Study office within 3 weeks, please contact the Home Study Team at AOE.HomeStudy@vermont.gov or via our technical assistance line at 802-828-6225.

Please note: families who have requested to receive documents via email, please check your *junk* and *spam* folders prior to contacting the Home Study Office. Families have reported finding our correspondence in those email folders.

The Home Study Team strongly encourages families to review the [Home Study page](#) on the Vermont Agency of Education's website for the most recent forms and information.

Finally, please remember that all students must be **enrolled** in a home study program, independent school or public school by the beginning of each school year. If students are not officially enrolled in one of these three programs, the students are considered truant, and the public school shall notify the local truancy officer. Submission of an enrollment packet does not mean that the student has been enrolled in a home study program. **When students are officially enrolled in a home study program, families will receive a complete letter from the Home Study Office.**

There are several ways to submit enrollment packets please only choose one version (i.e. do not submit a paper copy and submit it via email):

1. Complete the forms and email them to AOE.HomeStudy@vermont.gov
 - Not an individual Home Study team member.
 - Please note that while the forms will be secure once they arrive at AOE, they are not secure during the email transfer.
2. Print off the forms, fill them out and mail, walk-in or fax them directly to:

Home Study/VT Agency of Education
1 National Life Drive, Davis 5
Montpelier, VT 05620-2501
802-828-6433

Additional questions may be referred to the Home Study Team via phone at 802-828-6225 or email AOE.HomeStudy@vermont.gov. **The Home Study Office secure shreds all paper enrollments and paper end-of-year assessments 60 days after completion of enrollment. An electronic copy will be held on file for two enrollment years.**

Enrollment Timelines

Following are timelines relevant to home study enrollment in Vermont:

Timeline/Date	Explanation
March 1	Enrollments can be submitted and processed for the following school year
May 1	Home Study generally does not accept any additional enrollment packets for the current year; contact the Home Study Office for more information.
March 1- August 1	Typical timeline for processing home study enrollments for the next school year.
14 business days	Within 14 business days of receiving an enrollment notice, the Home Study staff will send a written document indicating whether the enrollment packet is complete or incomplete.
14 calendar days	If information is missing from the enrollment packet, families have 14 calendar days to provide the missing information in writing.
45 calendar days	The Home Study staff has 45 calendar days to respond to the enrollment packet, indicating that the student is enrolled in a home study program OR call a hearing. The Secretary of Education may call a hearing if there is information that creates a significant doubt about whether a home study program can or will provide a minimum course of study for a student who has not yet enrolled.

Please keep in mind: Enrollment in the home study program does not occur immediately upon the submission or receipt of an enrollment notice to the Agency. The Agency will contact the family within 14 business days to request additional information, or state that the enrollment notice has been completed. A student's enrollment in home study will not become effective until the date of the Agency's letter indicating that his or her enrollment notice is "complete", or 45 days following the Agency's receipt of an enrollment notice, whichever date is sooner. Enrollment may be delayed, however, if the child's enrollment notice is lacking the information required under the home study statute.

Keep in mind that until the family receives a "complete" letter from the Home Study Office, the student must be enrolled in a VT public or independent school.

Enrollment notices received via mail will be considered timely if clearly postmarked on or before midnight on August 1st. Enrollment notices received via electronic mail, facsimile, or in-person delivery to the Agency, will be considered timely if delivered by 4:30 pm local time on August 1. If August 1 falls on a weekend, the following Monday will be considered timely.

Remember that students must be enrolled in a public, independent or home study program by the first day of school in accordance with compulsory attendance requirements. Students who do not attend a school while a home study notice of enrollment is pending may be deemed legally truant.

Parents may submit enrollment packets throughout the school year for students who:

- Turn six prior to the local school district's age cutoff
- Seek to transfer into a home study program from enrollment in a Vermont school (remember that students must remain in a public or independent school until a complete letter is received by the Home Study Office).
- Seek to enroll in home study program upon moving to VT from out of state

***The Home Study Office secure shreds all paper enrollments and paper end-of-year assessments 60 days after completion of enrollment. An electronic copy will be held on file for two enrollment years.**

Minimum Course of Study (MCOS)

Vermont state statute requires that parents 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 for each child. If one MCOS is submitted for multiple children, the Home Study Office will not accept it and families will need to submit a separate MCOS for each student.

The MCOS (aka "curriculum") must include the areas outlined in the statute (and further defined on page 8 of this guide). The curriculum should be commensurate with the age and ability of each student including any special services and adaptations to be made to accommodate any special needs (including any diagnosed disability) the child may have. The Minimum Course of Study must adequately describe the topics and content to be studied and/or the skills to be attained in each subject area.

Please do not submit a curriculum that gives topics and projects that "may" be included. The home study statute requires a description of what you will be doing and your end of the year progress assessment will be reviewed to determine if it corresponds to your curriculum. You can build flexibility into the description of topics. You can also simply notify the home study office if you have decided to make a major change in your curriculum.

The Home Study office will not accept a global topic area such as Algebra, Astronomy or American History in the MCOS. These large topic areas must be broken down into smaller components such as: slope and graphing, variables, black holes, dark matter and galaxies, the Great Depression, Stock Market Crash of 1929 or the Civil Rights Movement.

The MCOS as outlined in [16 V.S.A. § 906](#) means learning experiences adapted to a student's age and ability in the specific subject areas listed below (please note that the examples below are not an exhaustive list):

1. ***Basic Communication skills, including, reading, writing,** (i.e. phonics, speaking/listening, vocabulary, spelling, grammar, types of writing)
2. **Basic Communication skills mathematics** (i.e. addition, fractions, time, measurement, graphing, exponents):
3. **Citizenship, History, and Government in Vermont and the United States** (i.e. community action and local government, specific eras in history of VT or the US)
4. **English, American & other literature:** (i.e. genres of books, plot, responses to reading)
5. **Natural Sciences** (i.e. the scientific method, discoveries and inventions, Renewable Energy Sources, Recycling, Natural Disasters (earthquakes, volcanos)):
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** (first aid, human growth and development, and nutrition):
8. **** Fine Arts** (i.e. visual arts, media arts, music, dance, attend performing arts events):

** 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.

Things to remember when writing a Minimum Course of Study:

- Each content section must include list of skills and topics, scope and sequence, outline or narrative for each of the topic areas.
- Home Study staff will not accept a website address as a substitute for the MCOS.
- Please provide the MCOS for each child *separately*. Each child's enrollment is considered individually. Each child's MCOS must be adapted to his/her age and ability, as well as any disability or special needs.
- When a child is re-enrolled, Home Study staff compares the new MCOS to the prior year. We are looking to see if the Minimum Course of Study is commensurate with the child's age and ability. As the child gets older, the skills should advance and knowledge increase. Please use the MCOS as a guide when completing the end of the year assessment.

Minimum Course of Study Exemption:

The home study statute describes how a home study program may qualify for the minimum course of study exemption. [16 V.S.A. §166b\(k\)](#) states that “A Vermont home study program, which 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.

To be considered as *successfully completed* home study program, the Enrollment notice must be received or clearly postmarked by midnight August 1st of each year. See [16 V.S.A. §166b \(k\)](#). Another requirement is that the home study program must be in effect for the entire school year (i.e. the home study enrollment has not been withdrawn during the school year.)

Additionally, *successful completion* of a home study program shall mean that in each of the two consecutive years, the program has not been disallowed by the hearing officer, the previously enrolled student made progress commensurate with age and ability in all subject areas of the minimum course of study, and the home study program has otherwise complied with the requirements of this section. See [16 V.S.A. § 166b \(k\)](#).

The MCOS exemption is extended to all students in a family. If one student earns the exemption, then all of the students in the family receive the exemption. The same applies for students who lose the exemption. If one student in a family loses the exemption, then all students in the family lose the exemption. If a family loses the MCOS exemption status (i.e. submits an enrollment notice after midnight on August 1st or withdraws the student from a Home Study Program), the family will then be required to submit an MCOS (for each student in the family) for the following year to reestablish a history of two successful and timely school years.

Please note that the EOYA must accompany the enrollment forms to be eligible for the exemption. A Minimum Course of Study must be submitted for each child who is 12 years old at the time the enrollment notice is submitted even if the student has met the aforementioned exemption. See [16 V.S.A. § 166b\(l\)](#).

Classes taken at a Public School or at a VT approved Postsecondary Institution:

- Students enrolled in home study may take part in classes and activities at their public (not independent) schools. [Act 119](#) provides for the participation of homeschoolers in public school academic, co-curricular, and extracurricular programs.
- To be enrolled in a home study program, at least sixty percent of the core academics (3 out of 5) must be conducted *at home*. “Core academics” includes (basic communication skills: reading and writing, basic communications skills: use of numbers (math), history/citizenship/government, the natural sciences, English, American, and other literature.
- If a student is taking a class at the public school, you must:
 - Include the content of the public school class in the minimum course of study.
(Not applicable if the student has met the minimum course of study exemption.)

- Provide an End-of-the-Year Assessment (EOYA) or a copy of the Report Card for the class.
 - A home study program must submit the signature of a school official (teacher, principal, guidance counselor, etc.) in the enrollment packet verifying the class the child is taking at the public school (Form C).
 - If the student is accessing an online program, families **must** keep hard copies of work if their plan is to submit a Parent Report and Portfolio for an End of the Year Assessment. **The Home Study Office will not accept print outs from the online program documenting that the student completed the program unless the print out includes grades.** The Home Study Office needs to see work samples that the student completed.
- *Act 77 is defined as “any combination of high-quality academic and experiential components leading to secondary school completion and postsecondary readiness, which may include assessments that allow the student to apply his or her knowledge and skills to tasks that are of interest to that student.” This does not refer to a finite menu of pre-selected pathways from Introduction to Act 77 (Revised: January 25, 2016) Page 2 of 4 which a student must choose. Rather, it implies that there may be as many unique pathways as there are students. Such flexibility in students’ experiences will require that school personnel, students, and parents are familiar with school-based course offerings, virtual learning opportunities, community work-based learning (WBL) opportunities, and dual enrollment options.*
 - What does Act 77 mean for you?

This act creates a [Flexible Pathways Initiative](#) within the Agency of Education to expand opportunities for secondary students to complete high school and achieve postsecondary readiness. The Act provides the opportunity for each high school student to:

- Enroll in two [dual enrollment](#) courses that the State pays for,
- Allows eligible students to access the [early college](#) program through which students’ complete 12th grade entirely on a college campus, and
- Removes the age limit for participation in the High School Completion Program.

The Act includes multiple effective dates, beginning July 1, 2013.

For more information:

[Dual Enrollment](#)

[Early College](#)

Children who are eligible for special education or who have special needs:

- Students enrolled full time in home study programs are not entitled to special education services at public schools. Public schools, through consultation with the parents, may, but are not required to, provide special education supports and services to full-time

homeschoolers through a Services Plan. A services plan may include professional consultation, special education and/or related services.

- A part-time Home Study Student must receive special education services if needed to access a class in the public school in which they are enrolled (or an independent school if the student has school choice). For instance, if a student has a math disability and is taking an Algebra I class, the student may need special education supports and services to benefit from participate in that class.
- If a part-time student with a math calculation disability wants to take a Language Arts class, then the student will most likely not need any special education supports and services to either access or derive benefit from participation in the Language Arts class.
- Home Study students who are eligible for special education and are taking classes at a public school may receive an Individualized Education Program (IEP), or a Services Plan. The public school is not required to provide either. Both plans may be written at the discretion of the school.
- If families suspect that their student may have a disability, the family should contact the local principal, special educator or special education administrator to request a special education evaluation. The evaluation, however, is not automatic. If the school does not believe that the evaluation is warranted, the school is not required to complete it. For example, if the student has been receiving straight A's in the home study program then the school may determine that a special education evaluation is not warranted.
- If a student has a disability or special need, the MCOS section on adaptations must be completed. Adaptations may include modifying the curriculum or materials or using alternative methods of delivering the content in order to accommodate any special needs your child has as a result of a disability. Adaptations must enable your child to make progress which is commensurate with his/her age and ability. If the student has an MCOS Exemption, adaptations are still required each year.

Withdrawal from a Home Study Program:

Each home study program must notify the Secretary of Education in writing within seven (7) days of the day that a student ceases to be enrolled in the program. *See* [16 V.S.A. § 166b\(c\)](#). An End of the Year Assessment is required to be completed for the time the student was enrolled in a home study program in order to close out a student's home study record. This is required even if the student has returned to a public or an independent school, turned sixteen (16) or has moved out-of-state. Otherwise, our office will not be able to verify that the home study program was completed.

Upon Entering/Returning to a Public/Independent School:

- If the student completes a home study program and enters/returns to a public/independent school, the student's achievement level (such as grade level or academic standing) will be at the discretion of the school. Students might not receive credit for courses undertaken at home and may need to repeat courses.

- High school students enrolled in a home study program do not receive a high school diploma from the Agency of Education. Upon request, the Agency will provide a verification letter that may be used to document that the student was enrolled in a home study program.
- Parents are encouraged to keep copies of the curriculum, samples of student work, and assessment results. These records may be useful for college admissions, military service opportunities, etc.

End of Year Assessment (EOYA)

The home study statute states that each home study program shall assess annually the progress of each of its students. Progress shall be assessed in each area of the Minimum Course of Study. See [16 V.S.A §166b\(d\)](#). Each student who is enrolled in a home study program must be assessed for the time spent studying in the home study program. A student's enrollment may not be considered closed or complete without the EOYA. This applies to all home study students including students who:

- Re-enroll in a home study program for the following school year
- Return to the public school, either during the school year or the following school year
- Withdraw from a home study program during the school year
- Turn 16 during the school year (thus completing the compulsory age of attendance)
- Graduate from high school

The home study statute requires that parents use **one** of four types of assessments:

1. Teacher Assessment
2. Parent Letter and Portfolio
3. Teacher Advisory Service Report from a publisher of a commercial curriculum and Portfolio, or
4. Results from a Standardized Achievement Test

EOYA Option #1: Teacher Assessment

- The assessment must be completed and authored by a currently licensed Vermont teacher
- The assessment must be completed in a face-to-face meeting with the student
- The teacher will review the student's curriculum and the student's content knowledge and/or skills in each subject area of the MCOS
- If the student has a disability, the teacher must ensure that the student is making progress commensurate with his/her age and ability, and
- The assessment may be completed using a form designated by the Secretary of Education or another format as long as the required information is included.

EOYA Option #2 and #3: Parent Report and Portfolio or Teacher Advisory (TA) Report and Portfolio

The parent/TA report may be completed by the parent, the student's instructor, or a teacher advisory service report from a publisher of a commercial curriculum **together with a portfolio of the student's work** that includes work samples to demonstrate progress in each subject area in the minimum course of study.

The Parent Report:

- A parent report must contain a description of the student's progress in each area of the MCOS. This will involve a brief description of work accomplished in each area. There must be a separate report for each student. A portfolio of the student's work must accompany the report. The parent report and student portfolio must indicate age-appropriate progress in each area of the MCOS.
- If the student was 12 **at the time of enrollment**, then there must be a parent report for Physical Education, Health and Fine Arts.
- If the student is 13 or older, the parent report does not need to provide information for Physical Education, Health or Fine Arts.
- **The Home Study Office will not accept print outs from the online program documenting that the student completed the program unless the print out includes grades.**
- **A General Education Diploma (GED) can also be used in the Parent Report**

The Teacher Advisory Service Report:

- If the student accessed a Teacher Advisory Service Report/Correspondence Program during the school year, then the student's work was mailed to a program and subsequently received a grade report. This grade report may be submitted to satisfy part of the EOYA. A portfolio is necessary to fulfill the EOYA requirements.

Creating and Preparing the Portfolio to Accompany a Parent or TA Service Report:

- Each portfolio **must** include 4 – 6 student work samples per subject area.
- Each portfolio must include work samples for only one student.
- Supporting documentation in each area of the MCOS must be included.
- If a student participates in an on-line class, families must save samples of their student’s work to include in the portfolio before emailing final copies to the program. **The Home Study Office will not accept print outs from the online program documenting that the student completed the program unless the print out includes grades.** The family must submit 4-6 samples of work that the student completed for each subject area (except PE, Health and Fine Arts as only 1 work sample is required for those areas).
- Copies of the table of contents from books, summaries of what the student learned written in the parent’s handwriting, or copies of the MCOS with the word “Completed” written on it **are not** acceptable portfolio pieces.
- While snapshots of activities are acceptable portfolio pieces for some activities (i.e. physical education, fine arts), they cannot be the sole documentation. The photos can supplement the examples, not supplant them. The portfolio must include 4-6 examples of work for each subject area (1 example for physical education, health and fine arts). A photo can be considered as one example.

Tips for Assembling Portfolio Samples:

It is important to document each student’s progression throughout the school year. Each portfolio sample should have the student’s name on it, the date and any corrections that have been made (as appropriate). Please arrange samples in an orderly fashion by subject and by date.

Younger students whose writing skills are still developing may not have as much written work so parents may provide drawings, maps, photographs, lists of experiments, etc., and more detail in the parent report.

You may also document learning with other examples:

- Brochures from museums, art shows, or events which include a description of content learned
- Photographs of the child participating in an event or program
- Photographs of artwork or projects
- Workbook pages from academic areas
- Titles of books read in various subjects
- Drawings, maps, graphs, or diagrams done by the student
- Student’s activity logs
- Book reports
- Research papers

- Graded exams
- Lists of experiments
- Copies of certificates and awards

For each area of the minimum course of study, 4-6 documents which clearly represent what was covered must be provided. The sample documents should illustrate skills practiced or knowledge gained in each area being addressed. The work samples should be from throughout the school year.

When the student's portfolio is assembled, it should be reviewed in an objective manner. The following questions should be considered prior to the parent letter/TA Service Report and portfolio submission:

1. Do the samples match the MCOS which was submitted to the Agency of Education?
2. If the home study program qualified for the MCOS exemption, do the samples indicate content learned in **each** required area of the MCOS?
3. Does the portfolio reflect the child's learning experience throughout the school year?
4. Is it evident how progress was made in each area of the curriculum?
5. Do the samples include the student's name, date and have they been corrected (if appropriate)?
6. Do I have 4-6 samples for each area of the MCOS?
7. Does my parent letter include all areas listed in the MCOS?

Our review of your EOYA and subsequent enrollment may be delayed if we are missing work samples or pieces in the parent report.

Please do not send paperwork in notebooks or binders of any kind. *Please keep your originals and send our office copies. It is not our practice to return portfolios. You should keep your student portfolios if your child expects to attend college, as they are helpful in documenting your child's home study experience.

***The Home Study Office secure shreds all paper /hard copy submissions after creating an electronic copy. Electronic copy will be held on file for two enrollment years.**

Appendix #1: Information Regarding End of the Year Assessments Specific Portfolio Suggestions for Each Content Area

Basic Communication skills, including reading, writing: Submit four to six dated work samples showing improvement over the year in each topic area studied. Reports or creative writing assignments from different times during the year may show improvements in many areas. Writing samples may be counted for more than one area. For example, a report on George Washington may be considered a work sample for history and basic communication skills (writing).

Basic Communication skills mathematics: Submit four to six dated math papers which include work accomplished in various topics throughout the year. The work samples must include the student's answers as well as the process the student used to arrive at the answer. The Home Study Office expects to see papers that have been corrected by the instructor/parent. Other samples can be in the form of graded tests, corrected homework problems, graphs, etc.

Citizenship, History, and Government in Vermont and the United States: Please provide four to six dated work samples from each area studied in topic areas such as specific eras in history of Vermont, the United States, and/or the world. Field trip reports, pictures of projects, workbook pages, and lists of books that were read are acceptable.

English, American & other literature: For literature, document the content covered including plot development, characterizations, author's language, author's point of view and/or book titles. Examples of book reports, a booklist, or graded literature tests which were a part of the curriculum may also be included.

Natural Sciences: Describe the content (topics/skills) covered in science and provide four to six dated work samples which may include samples of written work, graded tests, a list describing experiments conducted, or photographs of student doing experiments.

Students who are 13 or older are not required to do physical education, health and fine arts. However, if they were 12 at the time of enrollment, then their EOYA must include these areas.

Physical Education: The documentation should support progress in areas studied. Documentation may include photographs of activities, competition schedules, award certificates, swimming certificates, or a student's exercise log. Only one example is required.

Comprehensive Health Education: The documentation may include corrected health tests associated with the curriculum, program covers, drawings, etc. If the health and science curricula overlap, please draw our attention to this so we will consider the portfolio samples for both areas. Only one example is required.

Fine Arts: Describe the content (topics/skills) that was covered and provide one piece of documentation. Examples of documentation might include a photograph of a student's artwork, a student report on a field trip, a programs from a recital, or play. **Please do not submit original samples of artwork, preferred samples will be of artwork photos (as we have moved to scanning all paper electronically).**

Results from a Standardized Achievement Test

Another option for an EOYA is for the student to take a Standardized Achievement Test. [16 V.S.A. §166b \(d\)\(3\)](#) states that utilizing this option must:

- Be approved by the Secretary
- Be administered in a manner approved by the testing company, and
- Be scored by either the testing company or by a Vermont licensed teacher who has administered the test and who is not the student's parent or guardian.

Each achievement test publisher requires specific qualifications for the test administrator. When ordering a test, inquire with the vendor about tester qualifications. It is advised that tests be ordered in January or February. This will allow ample time to receive the test(s), administer them, and receive the results back from the publisher. The test results must be submitted with the home study re-enrollment notice.

If you plan to use a standardized achievement test, you will need to carefully check the subject areas covered in the test. Many tests cover only language arts and mathematics, while others may also cover science and global citizenship. Your home study assessment must address **all** required areas of the minimum course of study. Most achievement tests do not include literature, fine arts, physical education and comprehensive health in the topics which it is testing. If the science section of the standardized assessment includes "life science" then the test *will* include comprehensive health so a separate assessment for that subject will not be required.

Remember that if your standardized achievement test does not include all topic areas, you will need to choose another method of assessing your child's progress including the parent report and portfolio or a teacher assessment (see combining EOYA options below).

Note: If you wish to have your child participate in statewide assessments at a public school, you should contact the local school as soon as possible for information on testing availability and dates. More information regarding statewide testing can be found [here](#).

Combining End-of-the-Year Assessment Options

It may be necessary to combine the use of the different options for end of the year assessments. For example, if a child takes an achievement test which covers only language arts and math, the parent would need to provide an assessment for global citizenship, history and government, science, health, fine arts, physical education and literature using another method of assessment. One choice might be to use a parent report and portfolio for science, citizenship, history and government, health, and literature. If the child participated in physical education and music at the local public school, families may ask the instructor to complete a teacher letter or a report card for these classes. There are many possible combinations.

Appendix #2: Parental Resources

Vermont Family Network
600 Blair Park Road, Suite 240
Williston VT 05495
Telephone: (802) 876-5315 or 1-800-800-4005; FAX (802) 876-6291

VT Agency of Education
Special Education
1 National Life Drive Davis 5
Montpelier VT 05620-2501
(802) 828-1256

For questions regarding students eligible for special education in the custody of the Department for Children and Families (DCF), who may need or has an educational surrogate parent, please call the Vermont Educational Surrogate Parent Program at (802) 828-5806.

For questions regarding general education students or students with disabilities (who may or may not be eligible for special education) who are also in the custody of the Department for Children and Families (DCF), contact [Alicia Hanrahan](#) at (802) 828-1574.

Home Study questions may be directed to the Agency Of Education Home Study technical assistance line at 802-828-6225 or at aoe.homestudy@vermont.gov.

Appendix # 3: Vermont Rules and Statutes

Title 16 V.S.A. §11(21) Classifications and Definitions

“Home Study Program” means an educational program offered through home study which provides a minimum course of study and which is offered to not more than:

- (a) Children residing in that home; and
- (b) Children not residing in that home who either are two or fewer in number or who are from one family.

Title 16 V.S.A. §1121 Attendance by Children of School Age Required (Compulsory Attendance)

A person having the control of a child between the ages of six and 16 years shall cause the child to attend a public school, an approved or recognized independent school or a home study program for the full number of days for which that school is held, unless the child:

- (1) Is mentally or physically unable so to attend; or
- (2) Has completed the tenth grade; or
- (3) Is excused by the superintendent or a majority of the school directors as provided in this chapter; or
- (4) Is enrolled in and attending a postsecondary schools, as defined in subdivision 176(b)(1) of this title, which is approved or accredited in Vermont or another state.

Title 16 V.S.A. § 166b Home Study Program

(a) Enrollment Notice

A home study program shall send a written enrollment notice to the Secretary whenever it intends to enroll a child. Enrollments at home study programs shall expire on July 1. If a home study program intends to re-enroll a child for the following school year, a new notice under this section is required and may be submitted at any time after March 1. A notice under this subsection shall include the following:

- (1) The name and age, month and year of birth, of the child.
- (2) The names, mailing addresses, town of legal residence, and telephone numbers of the parents or guardians of the child.
- (3) For each child enrolled during the preceding year, any assessment of progress required under sub-section (d) of this section.
- (4) For each child not previously enrolled in a Vermont public school or Vermont home study program, independent professional evidence on whether the child has a disability. A comprehensive evaluation to establish eligibilities for special education is not required, but may be ordered by a hearing officer after a hearing under this section.
- (5) Subject to the provisions of subsections (k) and (l) of this section, for each child being enrolled for the current year, a detailed outline or narrative which describes the content to be provided in each subject area of the minimum course of study, including any

special services or adaptations to be made to accommodate any disability. Methods and materials to be used may be included but are not required.

- (6) The names, addresses, telephone numbers, and signatures of the persons who will provide the ongoing instruction in the subject areas specified in subdivisions 906(b)(1), (2), (4), and (5) of this title.
- (7) The signatures of all custodial parents or guardians who are legally authorized to make educational decisions for the student.

(b) Notice to home study programs.

Within 14 business days of receiving an enrollment notice, the Secretary or designee shall send the home study program a written acknowledgment of receipt. The acknowledgment shall include a determination:

- (1) Either that the enrollment notice is complete and no further information is needed, or specifically identifying information required under subsection (a) of this section which is missing. If information is missing the home study program shall provide the additional information in writing within 14 days; and
- (2) Either that the child may be enrolled immediately or that the child may be enrolled 45 days after the enrollment notice was received. At any time before the child may be enrolled, the Secretary may order that a hearing be held. After notice of such a hearing is received, the child shall not be enrolled until after an order has been issued by the hearing officer to that effect.

(c) Enrollment reports.

Each home study program shall notify the Secretary within seven days of the day that any student ceases to be enrolled in the program. Within ten days of receiving any enrollment report, the Secretary shall notify the appropriate superintendent of schools.

(d) Progress assessment.

Each home study program shall assess annually the progress of each of its students. Progress shall be assessed in each area of the minimum course of study, as defined in subsection (i) of this section, by one or more of the following methods:

- (1) A report in a form designated by the Secretary by a teacher licensed in Vermont. In determining the form of the report, the Secretary shall consult with parents who have provided home study programs for their children. Nothing in this section shall be construed to require the Secretary to consult with parents on an individual basis regarding the form of a teacher report.
- (2) A report prepared by the parents, the student's instructor, or a teacher advisory service report from a publisher of a commercial curriculum together with a portfolio of the student's work that includes work samples to demonstrate progress in each subject area in the minimum course of study.
- (3) The complete results of a standardized achievement test approved by the Secretary, administered in a manner approved by the testing company, and scored in accordance with this subdivision. In selecting the list of tests to be approved, the Secretary shall:
 - (A) Consult with parents who have provided home study programs for their children.Nothing in this section shall be construed to require the Secretary to consult with

parents on an individual basis regarding the test to be administered as a progress assessment for their own home study programs. (B) Select at least four tests to be scored by a testing company, and at least four tests to be administered and scored by a teacher licensed in Vermont who is not the parent or legal guardian of the student.

(e) Hearings before enrollment.

If the Secretary has information that creates a significant doubt about whether a home study program can or will provide a minimum course of study for a student who has not yet enrolled, the Secretary may call a hearing. At the hearing, the home study program shall establish that it has complied with this section and will provide the student with a minimum course of study.

(f) Hearings after enrollment.

If the Secretary has information that reasonably could be expected to justify an order of termination under this section, he or she may call a hearing. At the hearing, the Secretary shall establish one or more of the following:

- (1) The home study program has substantially failed to comply with the requirements of this section;
- (2) The home study program has substantially failed to provide a student with the minimum course of study;
- (3) The home study program will not provide a student with the minimum course of study.

(g) Notice and procedure.

Notice of any hearing shall include a brief summary of the material facts and shall be sent to each parent or guardian and each instructor of the student or students involved known to the Secretary. The hearing shall occur within 30 days of the day that notice is given or sent. If a notice concerns a child not yet enrolled in a home study program, enrollment shall not occur until an order has been issued after the hearing. The hearing shall be conducted by an impartial hearing officer appointed by the Secretary from a list approved by the state board. At the request of the child's parent or guardian, the hearing officer shall conduct the hearing at a location in the vicinity of the home study program.

(h) Order following hearing.

After hearing evidence, the hearing officer shall enter an order within ten working days. If the child is not enrolled, the order shall provide that the child be enrolled or that enrollment be disallowed. If the child is enrolled, the order shall provide that enrollment be continued or that the enrollment be terminated. An order shall take effect immediately. Unless the hearing officer provides for a shorter period, an order disallowing or terminating enrollment shall extend until the end of the following school year, as defined in this title. If the order is to disallow or terminate the enrollment, a copy shall be given to the appropriate superintendent of schools, who shall take appropriate action to ensure that the child is enrolled in a school as required by this title. Following a hearing, the Secretary may petition the hearing officer to reopen the case only if there has been a material change in circumstances.

(i) The minimum course of study required under this section shall be provided every school year, and the educational content provided shall be adapted in each area of study to the age and ability of each child and adapted to any disability of the child. Nothing in this section requires

that a home study program follow the program or methods used by the public schools. In this section, “minimum course of study” means:

- (1) For a child who is less than 13 years of age, the subject areas listed in section 906 of this title.
 - (2) For a child who is 13 years of age or older, the subject areas listed in subdivisions [16 V.S.A. § 906\(b\)\(1\), \(2\), \(4\), and \(5\)](#) of this title, and other subject areas selected by the home study program. However, the child’s progress in the elective areas shall not be subject to the annual progress assessment.
- (j) After the filing of the enrollment notice or at a hearing, if the home study program is unable to comply with any specific requirements due to deep religious conviction shared by an organized group, the Secretary may waive such requirements if he or she determines that the educational purposes of this section are being or will be substantially met.
- (k) A Vermont home study program which 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. For the purposes of this subsection, successful completion of a home study program shall mean that, in each of the two consecutive years, the program has not been disallowed by order of a hearing officer, the previously enrolled student made progress commensurate with age and ability in all subject areas of the minimum course of study, and the home study program has otherwise complied with the requirements of this section.
- (l) A home study program which has successfully completed two consecutive school years of home study as defined in subsection (k) of this section shall not be exempt from any other requirements of this section and shall annually submit a description of special services and adaptations to accommodate any disability of the child, consistent with subsection (i) of this section. In addition, the program shall submit a detailed outline or narrative describing the content to be provided in each subject area of the minimum course of study as part of its enrollment notice for each child who is 12 years old at the time the enrollment notice is submitted.

Exemption

[16 V.S.A. §166b\(k\)](#), a Vermont home study program which 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. For the purposes of this subsection, successful completion of a home study program shall mean that, in each of the two consecutive years, the program has not been disallowed by order of a hearing officer, the previously enrolled student made progress commensurate with age and ability in all subject areas of the minimum course of study, and the home study program has otherwise complied with the requirements of this section.

[16 V.S.A. §166b\(l\)](#) A home study program that has successfully completed two consecutive school years of home study as defined in subsection (k) of this section shall not be exempt from any other requirements of this section and shall annually submit a description of special services and adaptations to accommodation any disability of the child consistent with subsection (i) of this section. In addition, the program shall submit a detailed outline or

narrative describing the content to be provided in each subject area of the minimum course of study as part of its enrollment notice for each child who is 12 years old at the time of the enrollment notice is submitted.

Title 16 V.S.A. [§906 Course of Study](#)

- (a) In public schools, approved and recognized independent schools and in home study programs, learning experiences shall be provided for pupils in the minimum course of study.
- (b) For purposes of this title, the minimum course of study means learning experiences adapted to the pupil's age and ability in the fields of:
- (1) Basic communication skills, including reading, writing, and the use of numbers;
 - (2) Citizenship, history, and government in Vermont and the United States;
 - (3) Physical education and comprehensive health education including the effects of tobacco, alcoholic drinks, and drugs on the human system and on society;
 - (4) English, American and other literature;
 - (5) The natural sciences; and
 - (6) The fine arts.

State Board of Education Rule Regarding Special Services for Home Study Students

[2368 Home Study Placements](#)

Students who have been determined to be eligible to receive special education and related services and who are enrolled with the Vermont Agency of Education in programs of homeschooling, pursuant to [16 V.S.A. §166b](#), may receive services pursuant to a services plan to the same extent as children with disabilities enrolled by their parents in independent schools. Representatives* of home study students with disabilities shall be consulted with respect to child-find, child-count, special education evaluations, and provision of services.

* Representatives of home study students are:

- biological or adoptive parents
- legal guardians
- a person who is legally responsible for the child's welfare
- an educational surrogate parent.

State Board of Education Rules for Integration of Home Study Students

[4400 Home Study Students](#)

4400 Integration of Home Study Students

4401 Statutory Authority: Section 1(c) of Act 119 of 1998; 16 V.S.A. §563(24)

4402 Definitions

“Facilities” means the portions of a school building and grounds used by students for classes, study and co-curricular or extracurricular activities.

“Home study student” means a student enrolled in a registered home study program pursuant to [16 V.S.A. §166b](#)

“Integrated course” means a course covering two or more subjects that are taught in a unified manner by one teacher or team where the subjects cannot be separated into discrete sections for purposes of student attendance.

4403 Part-time Enrollment of Home Study Students in Public School Academic Programs

4403.1 A home study student shall be eligible to enroll as a part-time student in a school operated by his or her district of residence or, if the district does not operate a school, in a public school for which his or her district of residence is required to pay tuition.

4403.2 Each school board shall adopt, by July 1, 1999, policies and procedures to ensure that home study students who request part-time enrollment in academic courses or programs are accepted into those courses or programs, and are furnished with required learning materials, on the same basis as full-time students.

4403.3 Policies and procedures adopted under this rule shall:

- (a) Upon inquiry by a home study student or parent, require the provision by the district of the student’s residence of information concerning the availability of part-time enrollment in school. Such information shall include procedures, including registration deadlines that home study students must follow to enroll on a part-time basis in the schools operated by the home study student’s district of residence. In the event the district of residence does not operate a school in the grades appropriate to the inquiring student, the student or parents shall be given information on how to contact neighboring school districts that accept tuition students from the district of residence.
- (b) Apply the same enrollment procedures and deadlines to home study students that apply to full-time students.
- (c) Specify any enrollment capacity limits that the school board will apply to particular academic courses or grade levels. Capacity limits shall apply equally to home study and full-time students.
- (d) Establish criteria to determine whether home study students are eligible to enroll in integrated courses and courses that are available only to students who fulfill prerequisites. Criteria applied to courses with prerequisites shall be applied equally to home study and full-time students. Reasonable indications that academic criteria have been met, including results from achievement tests or other indications of adequate preparation, may be required of home study students, so long as those students are required to meet the same prerequisite standards as full-time students.
- (e) Establish informal and expeditious processes to appeal denials of request for part-time enrollment to administrators and/of the school board.

4404 Participation of Home Study Students in Public School Co-curricular and Extracurricular Activities

4404.1 A home study student shall be eligible to participate in or, when selection to participate in an activity is made on a competitive basis, to try out for, one or more co-curricular or extracurricular activities at a school operated by his or her district of residence or, if the district does not operate a school, at a public school for which his or her district is required to pay tuition. This rule is not intended to confer a right upon any student to participate in any activity. Although a home study student need not enroll in academic programs to participate in activities under this rule, he or she must show compliance with insurance, physical examination, age, transfer and other requirements of the Vermont Principals' Association on the same basis as enrolled students.

4404.2 Each school board shall adopt, by July 1, 1999, policies and procedures to ensure that home study students who wish to participate in co-curricular or extra-curricular activities are accepted into those activities without first being required to enroll as part-time students at the sponsoring school.

4404.3 Policies and procedures adopted under this rule shall:

- (a) Upon inquiry by a home study student or parent, require the provision by the district of the student's residence of information concerning the eligibility of home study students to participate in co-curricular or extra-curricular activities. Such information shall include procedures, including registration deadlines that home study students must follow to participate in activities at schools operated by the home study student's district of residence. In the event the district of residence does not operate a school in the grades appropriate to the inquiring student, the student or parents shall be given information on how to contact neighboring school districts that accept tuition students from the district of residence.
- (b) Apply the same activity registration deadlines to home study students that apply to full-time students.
- (c) Apply the same academic eligibility requirements to home study students that apply to full-time students. Policies may require the parents of home study students to provide assurances that the school's academic eligibility standards are being met. Such assurances may be required at the same intervals during the year as is required of full-time students. A home study parent's assurance that the student meets the district's academic standards, provided at the intervals required by the school, shall be sufficient to satisfy academic eligibility requirements.

- (d) Establish priorities and criteria for admitting students to particular activities. When space is limited in a particular activity, preference may be given to enrolled students as long as the reporting requirement in §4404.4 of these rules is met. Procedures for admitting home study students to activities with limited spaces may include lotteries, first-come first-served waiting lists and performance-based criteria for participation on sports teams or in activities.
- (e) Policies adopted in compliance with this rule shall establish informal and expeditious procedures to appeal denials of requests to participate in activities to administrators and/or the school board.

4404.4 When a home study student's request to participate in an activity is denied on the grounds that space is not available and that preference is given to full-time students, the school shall, within 30 days of the denial, notify the Home Study Consultant at the Agency of Education on a form provided by the Agency.

4405 Use of School Facilities by Home Study Students

4405.1 A home study student may use facilities at a school operated by his or her district of residence or, if the district does not operate a school, at a public school for which his or her district is required to pay tuition.

4405.2 Each school board shall adopt, by July 1, 1999, policies and procedures to ensure that home study students are allowed to use school facilities on the same basis as full-time students.

4405.3 Policies and procedures adopted under this rule shall:

- (a) Apply to home study students the same criteria, procedures and deadlines for requesting the use of school facilities as are applied to full-time students.
- (b) Upon inquiry by a home study student or parent, require the provision by the district of the student's residence of information concerning the use of school facilities operated by the district. In the event the district does not operate a school in the grades appropriate to the inquiring student, the student or parents shall be given information on how to contact neighboring school districts which accept tuition students from the district of residence.
- (c) Provide for the establishment of criteria to determine whether sufficient space is available to comply with specific requests for facilities use. Criteria may also be developed to establish fees, to be applied equally to home study and full-time students, for security, janitorial or other services not normally available at the time of the requested use.

[Subsection 9200.3.1](#) is added to read:

9200.3.1 A student enrolled as a home study student pursuant to [16 V.S.A. §166b](#) who is not a part-time student enrolled in academic programs, but who participates in one or more co-curricular or extracurricular activities at a public school, shall be counted as .03 of a full-time equivalent student for each activity in which he or she participates. For purposes of this provision, the reporting period shall be from beginning of the 41st day of a school year to the end of the 40th day of the following school year.

Act 119

Act 119 is a provision of the Vermont statute at [16 V.S.A. § 563\(24\)](#) concerning the powers and duties of public school boards which states that school boards:

Shall adopt a policy which, in accordance with rules adopted by the state board of education, will integrate home study students into its schools through enrollment in courses, participation in co-curricular and extracurricular activities and use of facilities.

The State Board of Education has adopted rules to implement Act 119, which is set forth below. These can also be accessed online. The State Board rules allow home study students to be eligible to enroll as a part time student in a school in his/her district of residence or in a **public school** for which his or her district of residence is required to pay tuition. [Rule 4403.1](#)

It is important to note that Act 119 and the State Board rules are not intended to allow public school students to engage in home study as an elective for a course in the public school.

It is also important to note that if you are the parent of a home study student in a school district without a high school that pays tuition to an independent (private) school, a home study student is not entitled to enroll in courses or participate in extracurricular activities at the independent (private) school. See [Rule 4403.1](#). Private schools may of course allow you to do this voluntarily.

Home study students are expected to meet the same prerequisites for academic courses or extracurricular activities that apply to the school's regular students. See [Rules 4403.3- 4404](#).

Schools can set requirements for the use of facilities that establish criteria as to whether sufficient space is available to comply with specific requests for facility use and may establish other criteria such as fees. See [Rule 4405.3 \(c\)](#).

If you have a question about Act 119 the best place to start is to contact your local school administrators and ask for the school board's policy on the integration of home study students into academic, extracurricular and co-curricular activities.* You may also contact the Agency of Education's legal counsel or the home study office.

* Co-curricular activities include those activities that are related to the school day like spelling bees, geography bees, student council, etc. Extracurricular activities include sports, clubs, etc.

Vermont Principals' Association (VPA) Eligibility Standards for Home Study Students

A home study student who wishes to participate in a public school *co-curricular program shall be an "eligible student" under this section if:

- (1) The participating student is enrolled in a home-study program in compliance with [16 V.S.A. §166b](#).
- (2) The participating student must have a legal residence in the school district or is a legal resident of a district that does not maintain a school and pays tuition on behalf of its students.
- (3) Participation in a school's co-curricular activities program shall not commence until a copy of the Vermont Agency of Education Enrollment Letter is presented to the principal by the parent or guardian.
- (4) The participating student's academic program, as referenced in the Vermont Agency of Education Letter of Enrollment, will be reviewed by the student's parent or guardian at appropriate intervals as locally determined and consistent for all students to determine academic progress. This review and determination must be certified in writing from the parent/guardian to the principal.
- (5) Prior to the start of a sport season or fine arts and performance activities in which a home study student wishes to participate, the parent or guardian and student must notify the principal in writing that he/she wishes to participate in a school's co-curricular activities program. Failure to provide a timely notification will not disqualify the student from participating, but may result in some delays in participation.
- (6) The student may participate in co-curricular activities sponsored by a VPA member school provided the student complies with the same physical examination, insurance, age, and any other requirements for participation as required of all students.
- (7) The home study student must adhere to the same standards of behavior, responsibilities and performance as other participants of the team.
- (8) Eligibility issues on all matters other than academic progress may be appealed in accordance with the bylaws of the Vermont Principals' Association.
- (9) Consistent with law governing all student athletes, participation in co-curricular activities programs is a privilege, not a right, and nothing in these eligibility standards confers a right on any individual to participate in co-curricular activities.
 - 1) The proposed eligibility standards for home study students would be considered a two year transitional program beginning July 1, 1999. The VPA shall provide progress reports and recommendations to the Vermont Board of Education.
 - 2) *The definition of co-curricular activities for this document shall include all interscholastic and extra-curricular activities sanctioned by the VPA.