

February 20, 2019

Dear Home Study Families;

The 2019-2020 school year is right around the corner! Families can begin to enroll for next year any time after March 1, 2019. For those of you, who submit early, please remember to include all of your documents including the enrollment form, Minimum Course of Study (MCOS) if applicable and the End of the Year Assessment (EOYA).

The Agency of Education's Home Study Team has been busy the last few months updating our website and forms. We also have a great new document full of information related to developing curriculum. Here is a list of new or updated documents and materials that have been placed on the [website](#). These materials include:

- Home Study Enrollment forms
- [Guidelines Document](#)
- [Frequently Asked Questions document](#)
- NEW: [Curriculum document](#)
- List of various curriculums
- [List of Assessments](#)

The AOE Home Study Team encourages families to review the following **reminders** that are currently in effect for the 2019-2020 school year:

**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, your Enrollment forms and EOYAs must be received or clearly postmarked by midnight on **August 1, 2019**. Paperwork that is received after midnight on August 1, 2019 will not be eligible for the MCOS exemption. The 2/13/18 memo regarding this change, can be accessed [here](#).
- Additionally, to be eligible for the MCOS exemption, **all** documents must be received by the August 1 deadline. These documents include the Enrollment Form, MCOS (if applicable) AND the End of the Year Assessment. If these documents are not received by midnight on August 1, 2019, then the family will not be eligible for the MCOS exemption.
- **Please remember that all students in a family are linked to the MCOS exemption.** If one student in a family meets the requirements, then all students in the family are eligible. If one student in a family doesn't meet the MCOS exemption requirements and loses their eligibility, it applies to all students in the family.

**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.**
- Please do not send cd's, thumb drives (risk of virus) or examples of work that cannot be scanned (models, clay, candles).
- Please do not send electronic information via Drop Box or Google Drive as we have difficulty accessing that information.
- Please use the current version of all enrollment forms to avoid confusion.
- Remember that the Home Study Office has 14 business days to review enrollments once they are received. If you have not heard from our office within 3 weeks, please contact us.

**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 unnecessary to send more examples for us to review and it slows down the review process.
- The Home Study [website](#) has added an online module for families to review prior to putting together the parent report and portfolio. It has suggestions and examples. We encourage families to check it out.

The Home Study Office is continuing to use the [online](#) platform Cognito for families to use when submitting all of the required documents. This portal is more user friendly and ensures that families submit all of the information needed to enroll their child/ren. This [online](#) system and the instructions can be found on our [website](#).

During the 2018-19 school year, approximately 40% of the home study families accessed Cognito. This system has proven to be more efficient for our staff to process families' enrollments and is the preferable method when submitting your paperwork. Families may also send enrollment and assessment information directly to the Home Study office at:

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

Please note: AOE will be moving to the National Life Building in Montpelier, VT sometime this spring. There will be security within the building and it will be more difficult for families to drop off their paperwork. We will update families as soon as we know more about the best way to hand-deliver your documents.

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

Sincerely,

The AOE Home Study Team