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MEMORANDUM

TO: Home Study Parents, Principals, Superintendents
FROM: Jennifer Gresham, Division Director
SUBJECT: Home Study Enrollment – Definition of a Complete School Year
DATE: February 13, 2018

Overview

The purpose of this memo is to communicate a change in the timeline that affects families with students enrolling in Home Study Programs.

Background

The Vermont Home Study Program law (16 V.S.A. §166b) refers to “a complete school year” and “the successful completion of a school year” but does not define those phrases. To ensure that the definition was clear to all, the Department of Education released a memo in July 2012 advising that families must submit their Enrollment Notices and End of Year Assessments (EOYA) after March 1 and prior to Labor Day in order to successfully complete their home study program. Since 2012, much has changed both at the state level and within the home study community, necessitating the Agency of Education (AOE) to revisit the dates for the enrollment period.

Revised Enrollment Period Dates

To ensure that all Home Study students are enrolled in home study programs in time for “a complete school year”, we are revising our submission timeline.

Change: For 2018-2019, Home Study Enrollments must be received or clearly postmarked by August 1, 2018 to be considered complete for the 2018 - 2019 school year.

Rationale: Revising the due date to August 1 will provide families and the Home Study Office more time to process enrollments prior to the beginning of school, reducing truancy and school communication issues.

Ongoing: After the 2018 – 2019 school year, the August 1 deadline will remain in effect until further notice from the Agency of Education. If August 1 is on a weekend, the following Monday will be considered timely.

Enrollments will continue to be processed between August 2 through May 1 for the school year in progress, but these late enrollments will not count as a complete school year, and thus will

not qualify for the minimum course of study (MCOS) exemption. Enrollments will not be accepted for the school year in progress after May 1.

Appeal Process

AOE understands that emergencies happen and that a family might miss the August 1 deadline due to unforeseen emergencies, therefore putting their MCOS exemption in jeopardy.

Accordingly, there will be an appeal process in place prior to August 1 to allow families who face extenuating circumstances to request additional time to enroll. Extensions will only be granted for emergencies, so please plan ahead to meet the August 1 deadline for enrollments.

Questions?

Please contact the Home Study Office at (802) 622-1254 with questions.