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For questions about the School District of Lancaster Home Education/Homeschool Program, please visit our website (sd Lancaster.org) or contact us at: homeschool@sd Lancaster.org

ATTENTION

All of the necessary homeschool information and documentation can now be submitted via email to homeschool@sd Lancaster.org OR packets can be dropped off at or mailed to:

School District of Lancaster
Student Services Department
Attention: Homeschool Program
251 S. Prince St., 4th Floor
Lancaster, PA 17603

To ensure compliance with state law, please read the below summary of The School District of Lancaster's policy and procedures for homeschooling:

*Unless your child or children are already in a Homeschooling program, Pennsylvania law requires that they remain in their current public or licensed private school until you are notified that your Homeschool Program Affidavit packet is complete.**

Program Requirements and Deadlines

1. **August 1**: The following documents are due to the SDoL Student Services Department (via email, mail, or dropoff) as part of the Homeschool Program Affidavit Packet by **August 1st** of **each** academic year (*unless new to the program, enrollment may be at any time*):
 - a. Notarized Affidavit (form provided)
 - b. Educational Objectives (sample provided)
 - c. Objectives Approval (for Special Needs Students ONLY) (form provided)
 - d. Proof of Required Immunizations (Entrance, 7th grade, 12th grade)
 - e. Medical Exam (Grades 6 and 11)
 - f. Dental Exam (Grades 3 and 7)

Home Education/Homeschool Program

- g. Private Tutor Proof of Certification (only applicable if hiring a private tutor)
- h. (Optional) For homeschool students to apply to engage in extracurricular activities within the school district, include the attachment from Board Policy 137, pages 1 and 2 (provided)
- i. (Optional) For homeschool students to apply to participate in curricular activities within the school district (i.e. courses, speech, OT/PT), include the attachment from Board Policy 137, page 3 (provided). **Additionally, if the Superintendent approves the request, the parent must then enroll their student part-time in the school district.**

*Once all documents are received, the homeschool program may commence.

- 2. Your child must have a standardized test in grades 3, 5, and 8. (*For testing in your local public school, you must notify the principal by **January of the Academic Year***).
- 3. **June 30**: The Home Education Evaluation (form provided) is due to the SDoL Student Services Department (via email, mail, or dropoff) **by June 30th** of each academic year.
- 4. If the Home Education Evaluation is not received by **June 30th**, by law, the homeschool supervisor will receive a certified letter from the school district stating that they are past due, and they will have 10 days from the receipt of the letter to provide the required documentation or they will have to go before the board of directors for a hearing.

What does this mean for you? If you miss the deadline and receive a certified letter from The School District of Lancaster, you will only have ten days to put together a portfolio--log, samples of work, standardized test results where applicable--hire an evaluator, have the evaluation (where the evaluator interviews your child, reviews the portfolio, and provides you a certification letter), and submit the Home Education Evaluation form to the district.

- 5. If your child has been identified as a special education student, under the Education of the Handicapped Act, your annual affidavit must also include notification of approval of your child's program/educational objectives by a certified special education teacher or licensed clinical school psychologist.
- 6. Please be advised if you should discontinue your homeschool program or enroll your child in another school i.e. Cyber Charter, Private School, Charter School, out of state school or your local school, you must immediately notify the Homes Education Program Office at homeschool@sdlancaster.org to close your homeschool record for the academic year.



Home Education/Homeschool Program

Student Information Sheet

(Return with Affidavit Packet)

Parent/Guardian/Homeschool Supervisor: _____

Address: _____

Phone: _____

Email Address: _____

Student Name(s):	Gender	Birthdate	Age	Requested Grade	District Building of Residence
	M/F				

Your child must have a standardized test in grades 3, 5, and 8. Do you wish to have your child tested in your local public school?

- No
- Yes; and I understand it is my responsibility to notify the principal by January of the Academic Year.

Has your student(s) been identified as needing special education services?

- No
- Yes, and, as required, my Home Education Program Educational Objectives include a written notice of approval from a Certified Special Education Teacher or School/Clinical Psychologist.



Home Education/Homeschool Program

Affidavit of the Supervisor of a Pennsylvania Home Education Program

Supervisor's Name: _____

Address of the home education program site: _____

Phone number of the home education program site: _____

Student's Name and Age as of today's date:

Student's Name and Age as of today's date: _____

Student's Name and Age as of today's date: _____

Student's Name and Age as of today's date: _____

Student's Name and Age as of today's date: _____

Student's Name and Age as of today's date: _____

1. I attest that I that I am the parent, guardian, or legal custodian of the student(s).
2. I attest that I am the supervisor of the home education program and am responsible for the provision of instruction in the home education program.
3. I attest that I have earned a high school diploma or its equivalent.
4. I attest that all of the subjects required by law will be offered, and in the English language, for a minimum of 180 days of instruction or a minimum of 900 hours (elementary)/990 hours (secondary).
5. I attest that the student has received the immunizations required by law in accordance with the provisions of Section 1303 (A) of the Pennsylvania statutes, or that the student has a medical, religious, or philosophical exemption.
6. I attest that the student(s) has received the health and medical services required by law for students of the child's age or grade level.
7. I attest that no adult living in the home, or any person having legal custody of the student, has been convicted within five years of today's date of any of the criminal offenses enumerated in Section 111 of the Pennsylvania Consolidated Statutes.
8. I attest that the home education program shall comply fully with the provisions of Sections 13-1327.1 of Pennsylvania Statutes Annotated.

Before me, the undersigned notary public, this day personally appeared the above named Supervisor, to me known, who being duly sworn according to law, deposes and says: that the home education program shall comply with the provisions of Act 169.

Supervisor's signature: _____

Sworn and subscribed before me _____ (date)

Notary Public:

EDUCATIONAL OBJECTIVES

The Pennsylvania Homeschool Provisions Act 169 requires an outline of "proposed educational objectives" to be filed each year, for each student. You are not required to give a long specific list of everything you plan to teach that year. You can simply list 1-3 general objectives for each subject and they do not necessarily have to change each year.

Below is a list of the subjects required by law to be taught each year and a sample of objectives.

Elementary Subjects Required by Law

English, including Spelling, Reading, Writing
Arithmetic
Science
Geography
History of the United States and Pennsylvania Civics
Safety Education, including dangers and prevention of fires
Health and Physiology
Physical Education
Music
Art

Secondary Subjects Required by Law

English, including Language, Literature, Speech, Composition
Science
Geography
Social Studies, including Civics, World History, History of the United States and Pennsylvania
Mathematics, including General Mathematics, Algebra, Geometry
Art
Music
Physical Education Health
Safety Education, including dangers and prevention of fires

Optional Secondary Subjects

Economics
Biology
Chemistry
Foreign Language
Trigonometry

Education Objectives (Sample)

Student's Name: _____ Academic Year: 20 __-20__ Grade _____

English

Read wide variety of books and other types of literature. Utilize library.
Improve spelling.
Improve knowledge of grammar. Improve writing skills.
Improve reading skills.

Arithmetic

Improve computation skills. Master new topics as introduced.

History

Increase knowledge of American / Pennsylvania history. Study historical topics of interest.

Geography

Improve map skills.
Increase knowledge of U.S. geography. Increase knowledge of world geography.

Civics

Continue to explain the rights and responsibilities of citizens to students.

Science

Continue to expose student to concepts in science. Read interesting books/ articles on scientific topics. Continue to instruct student how to study scientific topics.

Safety Education

Continue to instruct student regarding safety issues including fire safety.

Health

Continue to instruct student in areas relating to health and hygiene.

Physical Education

Incorporate exercise into daily routine.
Continue to allow student freedom to exercise out-of-doors, weather permitting.

Music

Increase appreciation for music as a form of expression. Utilize music as a form of expression.

Art

Increase appreciation for art as a form of expression. Utilize art as a form of expression



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Objectives Approval for Special Needs Students

I have evaluated the educational objectives for _____, and have determined that they meet their specific needs for the academic year.

I certify that I fulfill the requirements of the home--school law, 1327(d), being a

- teacher with a valid certificate from the Commonwealth of Pennsylvania to teach special education
- licensed clinical psychologist
- certified school psychologist

Print Name of Teacher/Psychologist

Signature of Teacher/Psychologist

Date



Home Education/Homeschool Program

Board Policy 137. ATTACHMENT page 1

REQUEST FORM FOR EXTRACURRICULAR ACTIVITIES

This request form is to be completed and filed with the school Superintendent along with the home school affidavit **by August 1st** of each school year.

A list of extracurricular activities is posted on the district website.

- Athletics
- Music
- Other Activities

The guidelines for home school students to participate in music and P.I.A.A. athletics can be found on the reverse of this form.

PLEASE complete the following:

Name of student requesting participation: _____

Name of home school supervisor: _____

Address: _____

Phone number: _____

If you were enrolled in the district, to which school would you go? _____

I am requesting permission to participate in the following activity or activities: _____

for the _____ school year.

We have read, understand, and will fully comply with the guidelines for participation. Failure to comply with the guidelines will result in expulsion from the program.

Signature of participant _____ Date _____

Signature of home school supervisor _____ Date _____

Request approved _____ Date _____
(Superintendent's signature)

Guidelines for home school student to participate in music:

1. The student must supply **his/her** own instrument.
2. The student must fulfill the same attendance requirements for all rehearsals and performances as the full-time students.
3. The student must fulfill the same uniform or required dress expectations as the full-time students.
4. The student must demonstrate a musical skill level that is within the range of skill levels demonstrated by full-time students. If private instruction is needed to improve skill, it will be the **parent's/guardian's** responsibility to ensure that instruction is received.
5. The student must abide by all the rules governing the performance organization.

Guidelines for home school students to participate in P.I.A.A. athletics:

1. Student and parent/**guardian** must meet with the athletic director and coach prior to participation in athletics.
2. The student must satisfy all P.I.A.A. eligibility requirements in order to participate in athletics for the School District of Lancaster.
3. The student must adhere to the team rules as all team members must adhere to the team rules.
4. At the middle school level, the student must participate for the school **s/he** would be attending if **s/he was** enrolled in the School District of Lancaster.



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Board policy 137. ATTACHMENT page 3

REQUEST FORM FOR CURRICULAR ACTIVITIES

This request form is to be completed and filed with the school Superintendent along with the home school affidavit **by August 1st** of each school year.

Curricular programs occur during the school day.

- Courses
- School-day Instructional Activities

Students must enroll as a part-time SDoL student and comply with all district policies to participate. Students do not need register (enroll in school) until this form is signed by the Superintendent.

PLEASE complete the following:

Name of student requesting participation: _____

Name of home school supervisor: _____

Address: _____

Phone number: _____

If you were enrolled in the district, to which school would you go? _____

I am requesting permission to participate in the following course(s), activity or activities:

for the _____ school year.

We have read, understand, and will fully comply with the guidelines for participation. Failure to comply with the guidelines will result in expulsion from the program.

Signature of participant _____ Date _____

Signature of home school supervisor _____ Date _____

Request approved _____ Date _____
(Superintendent's signature)



Home Education/Homeschool Program

HOME EDUCATION EVALUATION (Grades K-8)

Student's Name: _____ Academic Year: 20 __-20__ Grade _____

Supervisor's Name: _____

Evaluator's Name: _____ PPID/License #: _____

School Where Taught and Phone Number: _____

Span of years taught, subjects taught, grades taught: _____

I have conducted an evaluation of the home education program for the above student. The program consisted of instruction in the required subjects for the time **required (180 days of instruction or 900 hours) by Act 169 of 1988. As required by Act 169 of 1988, the student's**

Portfolio includes:

_____ A log, which designates the reading materials used.

_____ Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.

_____ The results of nationally standardized achievement tests in reading/language arts and mathematics or the results of statewide tests administered in these grade levels (required only in grades 3, 5, and 8).

Based on my review of the portfolio and my interview with the student, I have determined that the student has demonstrated sustained progress in the overall program. Therefore, I hereby certify that an appropriate education has occurred.

Evaluator's Signature: _____ Date: _____



Home Education/Homeschool Program

HOME EDUCATION EVALUATION

(Grades 9-12)

Student's Name: _____ Academic Year: 20 __-20__ Grade _____

Supervisor's Name: _____

Evaluator's Name: _____ PPID/License #: _____

School Where Taught and Phone Number: _____

Span of years taught, subjects taught, grades taught: _____

Coverage of Program

- Interview with Student
- Review of Portfolio
- 180 days or 990 hours documented (time required by sections 1327 or 1327.1 of the school code.)

<u>Course</u>	<u>Grade</u>	<u>Credit</u>	<u>Course</u>	<u>Grade</u>	<u>Credit</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Summary of Evaluation

This student has received consistent instruction during this past academic year, and has maintained both a portfolio and a log, which adequately documents an effective education for this student in all subjects required by Pennsylvania Act 169 of 1988. I have reviewed the portfolio and interviewed the student, and I certify that this student has demonstrated consistent progress and is receiving an appropriate education with sustained progress in the overall program.

Evaluator's Signature: _____ Date: _____