

**Home Schooling Liaison Service**

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(\*optional form)

## **PROCEDURES FOR HOME EDUCATION**

- 1. Parents electing to provide home education need to complete the attached form and submit required information as directed in the form.**
- 2. Completed forms will be mailed thru U.S. Mail or e-mail to the Hamilton County Educational Service Center for review.**
- 3. The status of the notification will be made by HCESC within fourteen calendar days of receipt of the application. The parents and local superintendent will be notified of the determination in writing.**
- 4. The local superintendent shall be notified of applications being held, appeals, or other action taken.**
- 5. Academic assessment will be conducted in accordance with Rule 3301-34-04, which could include the parent choosing to have standardized testing conducted as part of the school district's scheduled testing program, at no cost to the parent. The time and testing shall be established by the school district with the results forwarded to the Hamilton County Educational Service Center.**
- 6. Any child enrolling in the public school from a home education program shall be appropriately placed by the local school district. The local district may use annual assessment information kept by the Hamilton County Educational Service Center to assist in placement determination.**

**Nicole Dietrich  
Hamilton County Educational Service Center  
11083 Hamilton Avenue  
Cincinnati, OH 45231  
Phone: 674-4233  
Email Address: [nicole.dietrich@hcesc.org](mailto:nicole.dietrich@hcesc.org)**

**OHIO STATE BOARD OF EDUCATION**

**Chapter 3301-34-04**

**ACADEMIC ASSESSMENT**

- (A) The parent (s) shall send to the superintendent an academic assessment report of the child for the previous school year at the time of supplying subsequent notification.**
  
- (B) The academic assessment report shall include one of the following:**
  - (1) Results of a nationally normed standardized achievement test which meets the requirements set forth in rule 3301-12-02 of the administrative code.**
    - (a) Such test shall be administered by:**
      - (i) A certified teacher; or**
      - (ii) Another person mutually agreed upon by the parent (s) and the superintendent; or**
      - (iii) A person duly authorized by the publisher of the test**
  
    - (b) Results should demonstrate reasonable proficiency as compared to other children in the district at the same grade level. Any child that has a composite score at or above the twenty-fifth percentile shall be deemed to be performing at a level of reasonable proficiency.**
  
  - (2) A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities.**
    - (a) The written narrative shall be prepared by:**
      - (i) A certified teacher; or**
      - (ii) Other person mutually agreed upon by the parent (s) and the superintendent.**
  
    - (b) The parent (s) shall be responsible for the payment of fees charged for the preparation of the narrative.**
  
  - (3) An alternative academic assessment of the child's proficiency mutually agreed upon by the parent and the superintendent.**
  
- (C) If the parent (s) chooses to have the standardized testing conducted as part of the school district scheduled testing program, there shall be no cost to the parent (s). The time and location for testing shall be established by the school district.**
  
- (D) If the parent(s) chooses to have the standardized testing conducted privately, the parent(s) shall pay for the testing. The parent(s) shall establish the time and location for testing.**

# Ohio Home Education Notification Form

## 3301-34-02 Statement of Purpose

The purpose of the rules in this chapter is to prescribe conditions governing the issuance of excuse from school attendance under section 3321.04 of the Revised Code, to provide for the consistent application thereof throughout the state by superintendents, and to safeguard the primary right of parents to provide the education for their child(ren). Home education must be in accordance with the law.

## 3301-34-03 Notification

A parent who elects to provide home education shall supply the following information to the superintendent.

1. School year for which notification is made

2. Name of Parent

Address

City, State, Zip

Phone (optional)

School District of Residence

Is this your first year of home education?

If not, please be sure to include an academic assessment along with your notification form

3. Name, address, and telephone number (optional) of person(s) who will be teaching the child the subjects set forth in paragraph (A) of this rule, if other than the parent:

Name

Address

City, State, Zip

Phone (optional)

4. Full name and birthdate of child(ren) to be educated at home:

Name	<input type="text"/>	Birthdate	<input type="text"/>
Name	<input type="text"/>	Birthdate	<input type="text"/>
Name	<input type="text"/>	Birthdate	<input type="text"/>
Name	<input type="text"/>	Birthdate	<input type="text"/>
Name	<input type="text"/>	Birthdate	<input type="text"/>

5. Assurance that home education will include the following, except that home education shall not be required to include any concept, topic, or practice that is in conflict with the sincerely held religious beliefs of the parent;
- (a) language, reading, spelling, and writing;
  - (b) geography, history of the United States and Ohio; and national, state, and local government;
  - (c) mathematics;
  - (d) science;
  - (e) health;
  - (f) physical education;
  - (g) fine arts, including music; and
  - (h) first aid, safety, and fire prevention.
6. Brief outline of the intended curriculum for the current year. Such outline is for informational purposes only.
7. A List of:  
textbooks,  
correspondence courses,  
commercial curricula, or  
other basic teaching materials that the parent intends to use for home education.  
Such list is for informational purposes only (attached).
8. Assurance that the child will be provided a minimum of nine hundred hours of home education each school year
9. Assurance that the home teacher has one of the following qualifications;
- (a) a high school diploma; or
  - (b) the certificate of high school equivalence; or
  - (c) other equivalent credential found appropriate by the superintendent; or
  - (d) lacking the above, the home teacher must work under the direction of a person holding a baccalaureate degree from a recognized college until the child's or children's test results demonstrate reasonable proficiency or until the home teacher obtains a high school diploma or the certificate of high school equivalence.
10. The parent(s) shall affirm the information supplied with his or her signature prior to providing it to the superintendent.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

## Sample Curriculum and Texts

Sometimes parents request examples of texts, types of curriculum, or topics covered to assist them in the completion of the Home Education Notification Form. Below are a couple of examples to guide parents. The samples are simply a guide and are not intended to be endorsements of any particular curriculum.

**NOTE: These are only samples to indicate the type of information needed.**

### **Mathematics:**

Textbook:	<u>Mathematics Unlimited</u> , Grades 3 and 4, Holt, Rinehart, & Winston
Additional Materials:	Mathematics Workbooks, Grades 3 & 4, Addison-Wesley
Intended Curriculum & Topics Covered:	Problem solving; fractions; metric measurement; averaging; multiplication; number sentences.

### **Science:**

Commercial Curricula:	<u>A Beka</u> Science 7 <sup>th</sup> Grade
Additional Materials:	Library books on various subjects Trips to Cincinnati Zoo, Newport Aquarium, Cincinnati Nature Center
Intended Curriculum & Topics Covered:	Basic Physics: motion, forces, energy; sound and light; weather systems; animal and plant kingdoms; cell theory.

**OHIO STATE BOARD OF EDUCATION**

**Chapter 3301-34-04**

**ACADEMIC ASSESSMENT**

- (A) The parent (s) shall send to the superintendent an academic assessment report of the child for the previous school year at the time of supplying subsequent notification.**
- (B) The academic assessment report shall include one of the following:**
  - (1) Results of a nationally normed standardized achievement test which meets the requirements set forth in rule 3301-12-02 of the administrative code.**
    - (a) Such test shall be administered by:**
      - (i) A certified teacher; or**
      - (ii) Another person mutually agreed upon by the parent (s) and the superintendent; or**
      - (iii) A person duly authorized by the publisher of the test**
    - (b) Results should demonstrate reasonable proficiency as compared to other children in the district at the same grade level. Any child that has a composite score at or above the twenty-fifth percentile shall be deemed to be performing at a level of reasonable proficiency.**
  - (2) A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities.**
    - (a) The written narrative shall be prepared by:**
      - (i) A certified teacher; or**
      - (ii) Other person mutually agreed upon by the parent (s) and the superintendent.**
    - (b) The parent (s) shall be responsible for the payment of fees charged for the preparation of the narrative.**
  - (3) An alternative academic assessment of the child's proficiency mutually agreed upon by the parent and the superintendent.**
- (C) If the parent (s) chooses to have the standardized testing conducted as part of the school district scheduled testing program, there shall be no cost to the parent (s). The time and location for testing shall be established by the school district.**
- (D) If the parent(s) chooses to have the standardized testing conducted privately, the parent(s) shall pay for the testing. The parent(s) shall establish the time and location for testing.**

**3301-34-04 Academic Assessment**

(A) The parent(s) shall send to the superintendent an academic assessment report of the child for the *previous school year at the time of supplying subsequent notification.*

(B) The academic assessment report shall include one of the following: (attached)

1. Results of a nationally normed, standardized achievement test, or
2. A written narrative, or
3. An alternative academic assessment



**Academic Assessment Report\***

Option #1 - Achievement Testing

Administrative Code 3301-34-04

(A) The parent(s) shall send to the superintendent an academic assessment report of the child for the previous school year at the time of supplying subsequent notification.

(B) The academic assessment report shall include one of the following:

(1) Results of a nationally normed, standardized achievement test which meets the requirements set forth in rule 3301-12-02 of the Administrative Code.

(a) Such test shall be administered by: (i) a certified teacher; (ii) another person mutually agreed upon by the parent(s) and the superintendent; or (iii) a person duly authorized by the publisher of the test.

(b) Results should demonstrate reasonable proficiency as compared to other children in the district at the same grade level. Any child that has a composite score at or above the twenty-fifth percentile shall be deemed to be performing at a level of reasonable proficiency.

**Accordingly:**

Enclosed are the results of the (name of test) \_\_\_\_\_.

for (child's name) \_\_\_\_\_.

The test was administered by;

\_\_\_\_\_ (i) a certified teacher

\_\_\_\_\_ (ii) another person mutually agreed upon by the parent(s) and the superintendent;  
or

\_\_\_\_\_ (iii) a person duly authorized by the publisher of the test.

The results \_\_\_\_\_ (percentile) demonstrate reasonable proficiency.

\*Form Optional

**Academic Assessment Report\***

Option #2 - Written Narrative

Administrative Code 3301-34-04

(A) The parent(s) shall send to the superintendent an academic assessment report of the child for the previous school year at the time of supplying subsequent notification.

(B) The academic assessment report shall include one of the following:

(2) A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities.

(a) The written narrative shall be prepared by:

(i) a certified teacher

(ii) other person mutually agreed upon by the parent(s) and the superintendent.

**Accordingly:**

I hereby attest that a portfolio of samples of (child's name) \_\_\_\_\_'s work was reviewed by me for the (year) \_\_\_\_\_ academic year and is in accordance with his/her abilities.

\_\_\_\_\_  
Signature of Assessor

\_\_\_\_\_(i) a certified teacher

\_\_\_\_\_(ii) other person mutually agreed upon by the parent(s) and the superintendent.

\*Form Optional