

Welcome!



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Home Education Registration

Florida Statute, Section 1002.41(1)(a)

The parent shall notify the district school superintendent of the county in which the parent resides of his or her intent to establish and maintain a Home Education Program. The notice shall be filed with the Student Services/Home Education Program office within 30 days of establishment of the Home Education Program.

The parent must either submit a signed letter that includes the following information:

- **Student Name**
- **Date of Birth**
- **Parent Name(s)**
- **Phone Number** (*Optional*)
- **Date the Home Education Program Began or Will Begin** (*Optional*)

OR

Submit the *Intent to Register for Home Education* form. An *Intent to Register for Home Education* form is available at

<http://www.pasco.k12.fl.us/student-services>



Did You Know?

Any parent who complies with the reporting, record keeping, and student evaluation requirements specified in statutory law may conduct a home education program. The parent is not required to be a certified teacher.



District Verification of Enrollment in Home Education

Once the school district receives the required written notice, a letter will be mailed to the parent verifying that his or her child has been registered as a home education student.

The parent should keep this letter with the student's educational portfolio, as it provides documentation that his or her child is enrolled in the Home Education Program, which is a state-approved education program.

There may be times when parents and students need additional proof of enrollment in the Home Education Program. Some examples include verification for enrollment in Florida Virtual School courses, eligibility for a Florida's driver's license, obtaining a work permit, or eligibility for a Florida Bright Futures Scholarship. The school district will assist in providing verification so long as the home education program is current and in compliance with state requirements.

About Portfolios

Guidelines for Maintaining a Home Education Portfolio

Florida Statute, Section 1002.41(1)(b)

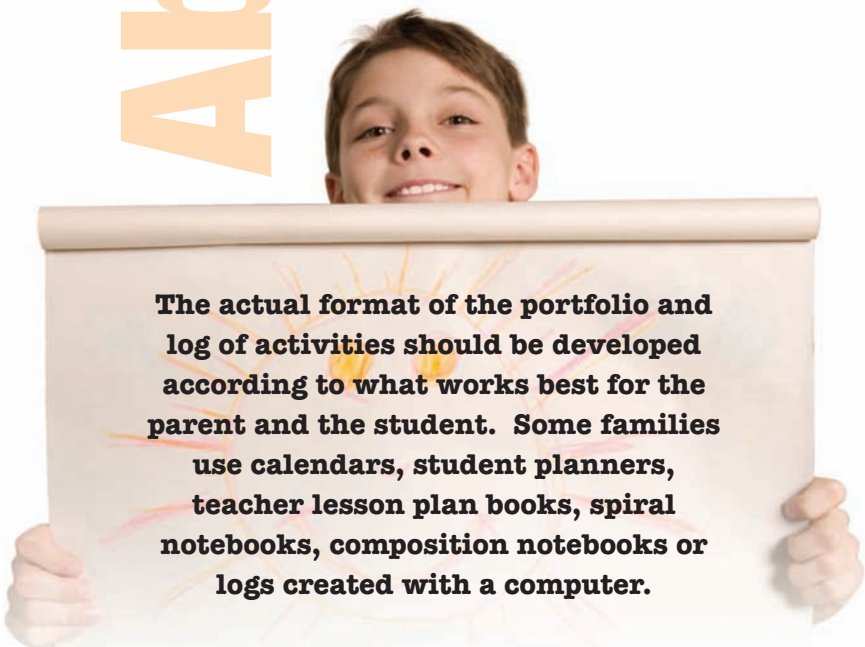
State Statute requires parents of home education students to maintain a portfolio of their child's work. The portfolio is to be preserved for two (2) years. In some cases, it may be beneficial to preserve portfolios longer than the two (2) year requirement, particularly for high school students who plan to transfer into a public or private high school or apply for enrollment in post secondary programs, colleges or universities.

Portfolios shall consist of the following:

1. A log of educational activities that is made contemporaneously with the instruction and that designates by title any reading materials used.
2. Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.

Sample Format

Date	Activity
March 20	Read silently Chapter 3 <u>The Lion, The Witch and The Wardrobe</u> by C.S. Lewis.
March 20	Create a picture illustration for an article in today's newspaper.
March 20	Make a double batch of chocolate chip cookies following a cookbook recipe.



The actual format of the portfolio and log of activities should be developed according to what works best for the parent and the student. Some families use calendars, student planners, teacher lesson plan books, spiral notebooks, composition notebooks or logs created with a computer.

Required Information • Easy to Maintain • Easily Understood

Portfolio Review Meetings

Florida Statute, Section 1002.41(10)(b)

State Statute permits the District School Board to schedule portfolio review meetings with a fifteen (15) day written notice to the parent.

Portfolio review meetings are generally prioritized for the following:

- **Prior Truancy Board referrals**
- **Poor attendance patterns in a public or private school**
- **Lack of adequate yearly progress**
- **Parent request**
- **Concerns reported by a third party**

Special Note:

Students who have been referred to the Truancy Board just prior to registering for home education are required to attend portfolio review meetings monthly until the parent has demonstrated that the home education program is being implemented according to state requirements on a consistent basis.

- If a home education program is out of compliance with state requirements, and the parent has been given opportunity to comply, and the student is of mandatory school age; the parent will be issued a *Notice of Noncompliance* and have three (3) school days to enroll his or her child in a public or private school.
- If the student is beyond the age of mandatory attendance, the student will be withdrawn from the home education program and will be reported to the Highway Safety and Motor Vehicles as subject to Florida law ordering suspension or withholding of driver's license until the age of eighteen (18) due to non compliance with school enrollment requirements. (1003.27(2)(b).) Additional information is available by contacting the Bureau of Exceptional Student Education and Student Services at 850-922-3732.



Did You Know?

Upon receiving a *Notice of Noncompliance*, parents must enroll his or her child in a public or private school within three (3) days.

Annual Educational Evaluation Requirement

Florida Statute, Section 1002.41(1)(c)

Parents are responsible for obtaining an annual evaluation that shows their child is making progress according to his or her abilities. A copy of the evaluation must be provided to the school district each year, starting one year from the date (anniversary date) the Home Education Program began. While many parents follow the anniversary date of when the program started to complete the evaluation, other parents choose to have their children evaluated at the end of the traditional school year, e.g., May or June. This is an acceptable schedule. For example, the first evaluation for a home education program that began in March 2010 could be completed in May or June 2010, but has to be completed by March 2011.

Annual Evaluation Options:

Florida Statute, Section 1002.41(1) 2.(c) 1 – 5

Parents are to select the method of their child's annual evaluation from the following five (5) options:

Option 1: An evaluation of the student's progress through review of the educational portfolio and discussion with the student by a teacher selected by the parent. The teacher must hold a valid regular Florida certificate to teach academic subjects at the elementary or secondary level.

OR

Option 2: Administration of a nationally normed student achievement test administered by a certified teacher. **OR**

Option 3: Participation in the administration of a state student assessment test used by the school district. The test must be administered by a certified teacher and at a location and under testing conditions approved by the school district.

Option 2: Standardized Testing

Home education students may participate with any private school which offers standardized testing.

Parents may contact the private school of their choice to inquire as to whether a school offers standardized testing to home education students. In order to satisfy the annual evaluation requirement, the standardized testing must be administered by a teacher who holds a valid teaching certificate.

OR

Option 3: FCAT Participation

Parents may register their home education student for FCAT participation by contacting the Testing Coordinator of their zoned school prior to December 31st of each school year. FCAT participation may be used to satisfy the annual educational evaluation requirement. FCAT participation is completely optional.

For schedule, please access www.fldoe.org/asp/schedule.asp

Option 4: An evaluation conducted by a private psychologist or a school psychologist who holds a valid, active license as defined by Florida State Statute.

Option 5: Any other valid measurement tool as mutually agreed upon by the Home Education Office Manager or Supervisor and the student's parent. Parents should contact the Specialist for School Choice to discuss if this is a viable option for their child.

Home Education Office Manager or Supervisor will review the results of the evaluation. If the evaluation indicates that the student may not be making appropriate progress, a portfolio review meeting will be scheduled.

If, after the portfolio review, it is determined that the student is not progressing at a rate commensurate with ability, the home education program will be placed on a one (1) year probationary period during which time the parent must provide remedial instruction. At the end of the one (1) year, the student's progress will need to be reevaluated. If appropriate progress cannot be demonstrated, the home education program will be closed. If the student is of compulsory school attendance age, the parent must enroll his or her child in a public school or a state registered private school.



Did You Know?

Section 1002.41, F.S., requires the parent to provide for an annual evaluation of the home education student and to file a copy of the evaluation annually with the district school superintendent's office in the county in which the student resides.

Failure to comply with this requirement may trigger the district's policy regarding non-compliance with compulsory school attendance.

Annual Evaluation Results

The annual evaluation may be hand delivered or mailed to the following location:

**Home Education/
Student Services Department
District School Board of Pasco County
7227 Land O' Lakes Blvd.
Land O' Lakes, Florida 34638
Telephone: (813) 794-2782,
(727) 774-2782 or (352) 524-2782
Fax: (813) 794-2120,
(727) 774-2120 or (352) 524-2120**

Part-Time Enrollment

Secondary (Middle and High School) level students are entitled to enroll on a part-time basis at their zoned school so long as:

- The class requested has space to accommodate the student and
- The principal approves the enrollment.

A Request To Enroll As A Part-Time Student (Part-time Enrollment of a Home Education Student in Secondary Coursework, MIS Form 630) needs to be completed for students desiring part-time enrollments (defined as no more than three (3) courses). An official form may be obtained from the District Student Services Department.

Parents need to contact the school administration office of their zoned school to schedule an appointment to discuss registration as a part-time home education student.

Secondary level students can enroll for up to three (3) periods and be considered part-time as defined in the Student Progression Plan.

ESE students at all levels may request educational services as designated in a Service Plan developed by ESE staff and administration from the zoned school along with the parent. Parents requesting a Service Plan may contact the District ESE Department by calling (813) 794-2600, (727) 774-2600 or (352) 524-2600.

Parents are responsible for transporting their child to and from the zoned school. The student is to be on campus only during the time services are scheduled or the assigned classes are in session.

Home education students wanting to enroll at a school other than their zoned school must complete a School Choice Open Enrollment Application and are subject to all the same application and approval conditions as full-time public school students.

Secondary students choosing to enroll in Florida Virtual School (FLVS) or Pasco Hernando Community College (PHCC) must register directly with FLVS or PHCC.

Home education students who have open/active plans with the District School Board of Pasco County, may attend technical programs for one half of their school day in the 11th and 12th grades. An application can be found on the MTEC web site, (www.discovermtec.com). The completed application should be mailed or dropped off to MTEC, 7825 Campus Dr., New Port Richey, FL 34653.

Participation in Extra Curricular Activities

For elementary level students, extracurricular includes band, chorus and annual competitions such as the *Tropicana Speech Contest*. For secondary level students, extracurricular includes after-school activities such as sports and clubs. The home education student is subject to the same standards of acceptance, behavior, performance and prerequisites as a full-time public school student. In addition, the student's home education program must be in full compliance with



Did You Know?

All home education students may participate in extracurricular activities at their zoned school.

If the student meets the requirement(s) to participate in an extra curricular activity, the parent is responsible for transporting the student to and from the zoned school. The student is to be on campus only during the time the extracurricular activity is scheduled.



Diplomas

High School Diplomas

The District School Board of Pasco County does not issue diplomas for students enrolled in the Home Education Program.

Some commercially produced home education correspondence programs offer a high school diploma upon satisfactory completion of their coursework. Students may also take and pass the General Equivalency Diploma (GED) test and be awarded a GED diploma by the State of Florida.

If a Home Education Program student transfers into a Pasco County Public School, a minimum of six (6) credits during the last full academic year (senior year) in the public school and a passing score on the appropriate state test required for graduation must be earned in order to be awarded a diploma from the district.



Bright Futures Scholarship

Home Education Program students who have been registered with the school district for grades 11 and 12 may qualify for a Bright Futures Scholarship.

For information regarding eligibility criteria and required documentation call 1-800-827-2004. Information regarding the Bright Futures Scholarship Program may also be accessed on line at (<http://www.firn.edu/doe/brfutures/>).

Terminating a Home Education Program

Florida Statute, Section 1002.41(1)(a)

A parent must provide written notice when terminating a home education program. The letter must be submitted within 30 days of the date the program closed. Reasons for terminating a program may include:

- **Enrollment in a public school**
- **Change of residence to another county in the state**
- **Change of residence to another state**
- **Voluntary drop-out at sixteen years of age**
- **Completion of high school.**

Written notice may be provided via a letter signed by the parent that includes the following information:

- **Student Name**
- **Date of Birth**
- **Parent Name(s)**
- **Address**
- **Telephone Number**
- **Date the Home Education Program was or will be terminated**
- **Reason for terminating the Home Education Program**

The parent also has the option of completing the school district's *Home Education Program Letter of Termination* form in lieu of writing a letter. The form is located on our web site at: www.pasco.k12.fl.us/student-services.



Did You Know?

A parent must provide written notice when terminating a home education program. For your convenience, a *Home Education Program Letter of Termination* form is available by visiting the following link

<http://www.pasco.k12.fl.us/student-services>

A parent can choose to terminate a home education program and enroll his or her school age child in the Pasco County school he or she is zoned to attend.

Elementary School

Elementary level students will typically be placed at the grade level the parent reports the child is performing so long as the student's educational portfolio supports the placement. If there is a legitimate concern about the grade level placement, the school administrator may require standardized testing or request the reading specialist or grade level teacher(s) to assess the student's level of functioning to assist with determining an appropriate placement.

The school administrator may recommend a change in a student's placement within the first nine (9) weeks of enrollment if there is sufficient evidence that a change in grade level placement is in the best interest of the student.

Middle School

Middle School level students will typically be placed at the grade level the parent reports the child is performing so long as there is sufficient documentation that the student has met the core course requirements set by the state. Documentation may be established by one or more of the following:

- 1. Demonstrated academic performance in the classroom for a predetermined period of time determined by the school administration**
- 2. Portfolio evaluation by the school principal**
- 3. Written recommendation by a Florida Certified teacher selected by the parent and approved by the principal**
- 4. Demonstrated performance in courses taken through shared enrollment, public or private accredited schools or accredited home education programs**
- 5. Demonstrated proficiencies on standardized subject area assessments**
or
- 6. Demonstrated proficiencies on the FCAT.**

Did You Know?

Grade level placement or number of credits earned by a student entering a Pasco County public school from a home education program will be determined by the administrator of the student's zoned school upon review of the student's educational portfolio and any other information provided by the parent.

High School

High School students who transfers in as a full-time District School Board of Pasco County student from a home education program will be awarded credits based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation.

If validation of the official transcript is deemed necessary for accreditation purposes by the receiving school and the student is a home education student, then credits or grades shall be validated through performance during the first grading period. A student transferring into a school shall be placed at the appropriate sequential course level. A middle grades student should have passing grades, and a high school student should have a minimum grade point average of 2.0 after the first grading period in order to receive credit.

The Alternative Validation Procedures are utilized when a student does not meet the 2.0 grade point average standard at the end of the first grading period. The Alternative Validation Procedures specified by the State Board of Education Rules include:

1. **Demonstrated academic performance in the classroom for a predetermined period of time determined by the school administration**
2. **Portfolio evaluation by the school principal**
3. **Written recommendation by a Florida Certified teacher selected by the parent and approved by the principal**
4. **Demonstrated performance in courses taken through shared enrollment, public or private accredited schools or accredited home education programs**
5. **Demonstrated proficiencies on standardized subject area assessments**
OR
6. **Demonstrated proficiencies on the FCAT.**

The school administrator may recommend a change in a student's placement within the first nine (9) weeks of enrollment if there is sufficient evidence that a change in grade level placement is in the best interest of the student. If an assessment is required to award earned credits, home education students shall have at least ninety (90) days to prepare for standardized subject area assessments or administration of the FCAT.

All credits must be validated within the first ninety (90) days of the student's enrollment in a District School Board of Pasco County school unless validation is being completed through standardized subject area assessments or the FCAT. Validation of credits through standardized assessments or the FCAT must be completed by the end of the school year.

Special Note

Home education students transferring to the District School Board of Pasco County must earn a minimum of six (6) credits in district schools during their last full academic year prior to graduation and pass the appropriate state test required for graduation in order to receive a diploma from the district.

Virtual School Options

Pasco eSchool www.pasco.k12.fl.us/pvip

The District School Board of Pasco County operates a virtual program to serve the needs of Pasco Students. There is no tuition associated with participation in this program.

Students in kindergarten and first grade may enroll in the program during open enrollment periods. Students in grades 2-5 must meet eligibility requirements specified in Florida Statutes. Students in grades 6-12 may enroll on a full time or part time basis. Pasco eSchool offers high-quality courses supported by local teachers through partnerships with leading companies, including:

- **Aventa Learning**
- **Calvert**
- **Carone Fitness**
- **The Florida Virtual School (FLVS)**
- **K12.com** <<http://K12.com>>
- **Lincoln Interactive**

Pasco eSchool adheres to the academic calendar of the District School Board of Pasco County. Pasco eSchool also offers optional face-to-face sessions for co-curricular activities, extra help and more. The program is considered a leader in the State of Florida because of its high student and parent satisfaction rates, high rates of successful completion and full time instructional staff. Students also have access to guidance counseling services.

Parents may register their homeschooler with the school district Student Services Department/Home Education Program office when selecting classes offered by Pasco eSchool for students in grades 6-12. Pasco eSchools works with the Student Services Department/Home Education Program office to verify that the Home Education Plan is in good standing. Students in grades K-5 may not participate in Pasco eSchool while maintaining their home education status.

Florida Virtual School (FLVS) <http://www.flvs.net>

Florida Virtual School (FLS) course offerings are available to middle and high school level students who are Florida residents at no cost. Registration is completed through the FLVS website: www.flvs.net <<http://www.flvs.net>>

Parents will need to register as a homeschooler with the school district Student Services Department/Home Education Program office when selecting classes with FLVS. Parents are mailed a confirmation letter when the Intent to Home Educate letter is received in the Home Education office. In order to complete the FLVS Homeschooler Application process, parents are directed to fax that letter directly to FLVS at 407-520-5479.

Parents may contact the manager in the Home Education Program office at (727) 774-2782 to request that the verification be sent directly from the Home Education office to FLVS. **This is a courtesy provided one time per family. The verification letter will be sent to FLVS as long as the student's Home Education Program is in compliance with state statute.**

Regardless of the number of courses completed, FLVS does not issue a high school diploma to students in the Home Education Program.

Contact Information

For additional information about Home Education contact:

Carolyn Selfe
Manager-Home Education
District School Board of Pasco County
Student Services Department
7227 Land O' Lakes Boulevard
Land O' Lakes, FL 34638
(727) 774-2782
(813) 794-2782
(352) 524-2782

2012-2013 School Year



Contact the Home Education manager with any questions.