



TITLE	HOME SCHOOL ENROLLMENT	AREA	SchoolTool
DEPT	Building Secretary, Guidance Office, Curriculum Office	VER	16.1-a
PURPOSE	To ensure all Home School enrollments are documented in SchoolTool and Home School forms are properly filed.		

PROCEDURE

Building Main Office or Guidance Office Personnel	<p>If parent notifies you in person, they plan to home school their child:</p> <ul style="list-style-type: none"> • Share, they must send a “Letter of Intent to Home School” within 14 days to the District Office • Send email to Clauddeen Watkins – she will begin the 14-day count in SchoolTool <p>If a parent sends a letter to your office with intention to home school their child:</p> <ul style="list-style-type: none"> • Send the letter to Office of Curriculum, Instruction & Assessments through office mail <p>If a student informs you they will be transitioning to home school instruction:</p> <ul style="list-style-type: none"> • Share, their parent/legal guardian must send a “Letter of Intent to Home School” within 14 days to the District Office
Office of Curriculum, Instruction & Assessments	<p>Upon email or letter notification that a student will be transitioning to home school instruction, enter date of notification in SchoolTool</p> <ul style="list-style-type: none"> • CENSUS > USER DEFINED > IHIP • Enter date received <p>Upon receipt of ‘Letter of Intent’ In School Tool</p> <ul style="list-style-type: none"> • CENSUS > STUDENT > edit ENROLLMENT • Change enrollment to Home School no DW • Enter an END date • Exit Reason: (255) Transferred to Home-schooling by Parent or Guardian > Save • CENSUS > USER DEFINED > IHIP • Enter date received <p>Within 10 days upon receipt, send to parent</p> <ul style="list-style-type: none"> • a Blank IHIP form (parent has 30 days to complete) <p>Upon Receipt of IHIP</p> <ul style="list-style-type: none"> • CENSUS > USER DEFINED > IHIP • Enter date received
Resources & Support Documents	<p>Webpage Resources and Additional Information – click Here</p>