

Home Study Enrollment Packet Instructions (with Checklist)

Please Note: It is strongly encouraged that you submit all required forms and Portfolio documentation at one time.

- Each student to be enrolled in a Home Study Program needs their own forms.
- Paper packets are scanned through an 8.5 x11in scanner anything larger will be cut down, please do not send anything that is: 3D, stapled or other original crafts
- Nothing submitted will be returned! Make your own copies to maintain your own records.

Home Study Timeline

- **March 01** – You may start enrolling for upcoming school year.
- **May 01** – No current year enrollments will be accepted after this date.
- **July 01** – You are considered no longer enrolled in Home Study if new enrollment is not received.
- **August 01** – Submission deadline to qualify for the MCOS exemption.

Rolling enrollments are accepted as long as the student is enrolled elsewhere (public school/ independent school) until you have received an official Home Study enrollment complete letter. (This rule had been waived for the 20-21 and 21-22 school year, due to COVID-19. **This rule will be enforced during the 22-23 school year.**)

Home Study Forms Checklist

Home Study Enrollment Form A

Section 1: Student Information

- Please complete the entire section
 - For Public School student would have attended please list only the public school your student would attend based on age and location
 - If your district has school choice with no default school list your Supervisory Union
 - Listing of siblings is optional but will help us determine your Minimum Course of Study (MCOS) Exemption status

Section 2: Parent/Guardian

- Please complete the entire section as all information is required.
 - If Parent/Guardian 2 is deceased or has had their rights removed by a court order: check the corresponding box and do not fill out the remainder of that section

Section 3: Signatures

- All parents/guardians with legal educational rights are **REQUIRED** to sign.
 - If there is only one person with those rights, check the box that fits your situation in the parent/guardian 2 section, and skip a second signature.
- If student is 18 years of age or older, the student's signature is required, unless there is a court appointed guardian.

Home Study Independent Professional Evidence Reporting Form B

- Needs to be submitted only if the student has not previously been enrolled in a VT public school, or it is their first-year enrolling in VT Home Study.
- Must be completed by an independent professional, not a parent/guardian or relative of student.
- You can substitute this form by submitting one of the following: a special education evaluation from a licensed special educator, IEP, 504 Plan, physician or psychologist/psychiatrist screening/summary results.

Home Study Minimum Course of Study (MCOS)

- An MCOS is always required for students at age 12 regardless of exemption status.
- You may not need to submit an MCOS if you qualify for the MCOS Exemption. ***Exemption: 16 VSA §166b(k):** *A VT home study program that has successfully completed the last two consecutive school years of home study with any enrolled child, provided those two years fall within the most recent five years, shall not thereafter be required to submit an annual detailed outline or narrative describing the content of the minimum course of study.*
- **Home Study Adaptations for Minimum Course of Study (MCOS)**
 - Not required if the student has no disability
 - If the student has a documented disability, *is required every year* regardless of MCOS Exemption status

Home Study Instructor Enrollment Form C

- Form C is required when student is receiving ongoing instruction from anyone other than a parent in a content area required on the MCOS.

Home Study Parent Report/Letter and End of Year Assessment (EOYA)

- Each year you must document that your student successfully completed the previous Home Study school year. The EOYA must be submitted before or along with re-enrollment.
- Alternatively, if you do not plan on re-enrolling at the end of the year you would still submit an EOYA, without re-enrollment forms

For questions, please contact the Home Study Office:

(Phone) 802-828-6225

(Fax) 802-828-6433

(Email) AOE.Homestudy@vermont.gov

Instructions for Home Study Enrollment - Form A

Please note: It is strongly encouraged that you submit all required forms, including any End of the Year Assessment (EOYA) documentation at one time. Please refer to the Home Study enrollment checklist and guidelines available on the website to verify that you have included all required forms.

Form A Requirements

- **Section 1: Student Information**

- Please complete the entire section
 - For Public School student would have attended please list only the public school your student would attend based on age and location
 - If your district has school choice with no default school list your Supervisory Union
 - Listing of siblings is optional but will help us determine your Minimum Course of Study (MCOS) Exemption status

- **Section 2: Parent/Guardian**

- Please complete the entire section as all information is required.
 - If Parent/Guardian 2 is deceased or has had their rights removed by a court order: check the corresponding box and do not fill out the remainder of that section

- **Section 3: Signatures**

- All parents/guardians with legal educational rights are **REQUIRED** to sign.
 - If there is only one person with those rights, check the box that fits your situation in the parent/guardian 2 section, and skip a second signature.
- If student is 18 years of age or older, the student's signature is required, unless there is a court appointed guardian.

Helpful Tips:

- A separate Form A must be completed for each individual student (this means siblings' forms should be submitted separately).
- Please keep your own copies of any forms you submit and keep them secure. The Home Study Office will scan and shred these originals upon receipt.
- Do not send this Informational Page – just the final pages with information entered.

For questions, please contact the Home Study Office at our above contact info, or our email:

(Email) AOE.Homestudy@vermont.gov

Home Study Enrollment - Form A

Section 1: Student Information

Student Name:		School Year: (e.g., '22-'23)
Date of Birth (mm/*dd/yyyy)	Age:	Type of Enrollment: <input type="checkbox"/> New <input type="checkbox"/> Re-enrolling
Public school student would have attended (if school choice, list Supervisory Union):		
Student's Town of Legal Residence:		
*List any siblings (residing in the same household) previously enrolled or enrolling in Home Study:		
<input type="checkbox"/> Check here if the student has previously been enrolled in a VT home study program. <input type="checkbox"/> Check here if the student has previously been enrolled in a Vermont public school. If either is checked, <i>do not submit</i> Form B. If student has previously been enrolled in a VT public school , please submit a copy the most recent report card.		

Section 2: Parent/Guardian 1

Parent/Guardian 1 Name:		
Mailing Address:		
Town:	State:	Zip:
Town of Legal Residence: (If different than mailing)		
Primary Phone:		*Secondary Phone:
*Yes! Add me to the Email Membership List <input type="checkbox"/>	*Email address:	

Items marked by an asterisk (*) are optional. An email is strongly encouraged, as it is our primary and most efficient method of communication.

Home Study Enrollment Form A

Student Name:	School Year: (e.g., '22-'23)
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Section 2: Parent/Guardian 2

Parent/Guardian 2 Status:	Has legal educational rights. <input type="checkbox"/>	Does not have legal educational rights. <input type="checkbox"/>	Is deceased. <input type="checkbox"/>
Parent/Guardian 2 Name:			
Mailing Address:		Check Box if Address is same as Parent/Guardian 1 <input type="checkbox"/>	
Town:	State:	Zip:	
Town of Legal Residence: (If different than mailing)			
Primary Phone:		*Secondary Phone:	
Yes! Add me to the Email Membership List <input type="checkbox"/>	*Email address:		

Section 3: Signatures and Assurance

Per Title 16 V.S.A. § 166b.7 the signatures of all parents or guardians who are legally authorized to make educational decisions for the student are required to enroll a student in Home Study.

All students in Vermont are entitled to a free public education; by enrolling this student in Home Study you are choosing not to access that right.

By signing this document, you are attesting that no other persons have the legal right to make educational decisions on behalf of this student, and that you will provide the minimum course of study (16 V.S.A. § 906) and annually assess progress for this student.

Parent/Guardian 1 Signature Date signed

Parent/Guardian 2 Signature Date signed

Student Signature (if 18 years or older) Date Signed

Independent Professional Evidence Reporting - Form B

The Form B, or an *accepted alternative of this form* (see below) shall be completed and submitted upon the first year of a Home Study enrollment.

Completing this form allows an independent professional to determine whether your student has a disability. This is required by Vermont Statute 16 V.S.A. 166b.

If you know your student has a disability (i.e., it is documented) than you may want to submit an *accepted alternative* (see below).

- This form **must be completed** by a licensed independent professional
 - e.g., health care professional, mental health provider or licensed educator or licensed special educator/related service provider, etc.
- This form **cannot be completed** by a parent/guardian or relative of the student.

Accepted Alternatives of this Form

- Their **most recent report card from a Vermont Public School**
 - A private school or online school report card *cannot be accepted*.
- A **letter, results from a screening or summary of an evaluation**
 - from a physician, licensed special educator, licensed related service provider, psychologist/psychiatrist, or licensed classroom teacher

Instructions for Licensed Independent Professionals:

Please fill out the following sections, based upon your familiarity with this student. If you are not familiar with the student, you should determine whether the student has a disability. This may include conducting an assessment, screening, or using other appropriate evaluative tools. Describe whether you suspect the student has or could have a disability. If they do have a diagnosed disability, or you suspect they may, please provide a brief overview of what accommodations or adaptations might be required.

Questions?

Please contact the Home Study Office at AOE.Homestudy@vermont.gov, or at our contact information above.

Independent Professional Evidence Reporting - Form B

Student's Name: _____ Age: _____

Independent Professional Name (Print): _____

Title of Independent Professional: _____

Date Seen: _____

Contact Information for Independent Professional:

Phone: _____ Email: _____

Do you suspect that the student may have a disability?

Yes

No

Do you recommend *further evaluation* to determine whether this student has a disability that would impact their ability to learn in a Home Study Program?

Yes

No

Do you recommend any accommodations, modifications, adaptations, or Special Services for this student to access a Home Study Program?

Additional Comments, Suggestions, or Recommendations:

Signature: _____ Date: _____

Instructor Enrollment Form C

- To be filled out when a student enrolling in Home Study will receive primary instruction from persons other than the parent/guardians.
 - The instructor or the school representative must sign this form.
- Only required when the whole subject area is being taught by someone else
 - If the student is taking an algebra class at the local school, this form **must be** completed.
 - If the student is taking piano lessons as **part** of the Fine Arts requirement, then this form **does not** need to be completed.
- This form is **not required** for online courses, even if there is an online instructor
 - e.g., Acellus, Fusion Global Academy, Pearson Online
- This form is **not required** for electives
 - e.g., foreign language, driver's education, etc.
 - Fine Arts, Physical Education, or Health, **for a student 13 or older** are considered electives

Student Name:	School Year:
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Section 2: School Information (Up to 2 Entries):

Name of class/course:	Instructor's Name:
Mailing Address:	City:
State:	Zip:
Phone Number:	Email:
Signature of Instructor/School Rep.:	Date:

Name of class/course:	Instructor's Name:
Mailing Address:	City:
State:	Zip:
Phone Number:	Email:
Signature of Instructor/School Rep.:	Date:

Minimum Course of Study (MCOS)

Instructions:

- Provide a list of skills and topics that the student will be studying over the course of the year
 - Each section below has a space to write your list.
- The list should include specific examples of the material you'll be covering
 - You don't need to describe each topic; just name the skill or topic
 - e.g., "Multiplying fractions", "field trip to Vermont History Museum"
 - or "Huckleberry Finn – Mark Twain", "properties of matter"
 - For a full year, you should provide 5 or 6 skills/topics for each area.
 - Include as much information as is needed to provide an overview of the year's topics
 - The name of an online program or curricula is not sufficient
 - Please see our website for samples.
 - <https://education.vermont.gov/vermont-schools/school-operations/home-study>
- Include only topics and skills relevant to the required areas.
 - All other topics can be considered electives, and do not need to be submitted to the State
 - Physical Education, Fine Arts, and Health Education are required only for students who are under the age of 13.

Adaptations:

- If the student has a documented disability, a **list of adaptations** must be included.
 - Include this list in each MCOS/Adaptations section or list General Adaptations (covering more than one area) at the bottom of the form.
 - If your student does not have a disability, please disregard the Adaptations section. (You may use this space to continue your MCOS if needed.)

Contact the Home Study Office with any questions:

- Email: aoe.homestudy@vermont.gov
- Voicemail: 802-828-6225
- Fax: 802-828-6433
- Mail: Home Study Office, 1 National Life Drive, Davis 5, Montpelier, VT 05620-2501

Student Name:	School Year: (e.g., '21-'22)
Parent/Guardian 1 Email:	

Reading, and Writing: *e.g., learning to read and write the alphabet, parts of speech, writing essays, grammar*

Adaptations: *e.g., text-to-speech software, teaching at a lower reading level, typing instead of writing, use of a scribe*

Mathematics: *e.g., recognizing numbers, counting, addition, fractions, circumference, ratios, exponents*

Adaptations: *e.g., manipulatives, calculators, flash cards, number lines*

Citizenship, History, and Government in Vermont and the United States: *e.g., local government, states and capitals, Pearl Harbor, Boston Tea Party, how a law is made*

Adaptations: *e.g., Use of online videos and movies, hands on activities, cultural field trips*

Student Name:	School Year:
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Literature: *e.g., a list of books the student will read or listen to, plot, responses to reading*

Adaptations: *e.g., audiobooks, watching movie before or after reading book, reading out loud to student, lower reading level*

Natural Sciences: *e.g., the scientific method, discoveries and inventions, Periodic Table of Elements, gardening, electricity*

Adaptations: *e.g., hands on experiments, online videos, pre-teaching vocabulary*

Please note: The following areas are only required if the student is under the age of 13 at the time of enrollment.

Physical Education: *e.g., team sports, running, martial arts, yoga, skiing*

Adaptations: *e.g., adaptive equipment, changing rules to games or activities, physical therapy, or occupational therapy*

Student Name:	School Year: (e.g., '22-'23)
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Comprehensive Health Education including the effects of tobacco, alcoholic drinks, and drugs on the human system and on society: *e.g., first aid, human growth and development, and nutrition*

Adaptations: *e.g., use of models and visual aids, using clear and simple language, using film and stories*

Fine Arts: *e.g., painting, music lessons, dance class, attend performing arts events*

Adaptations: *e.g., thicker paint brushes, crayons, markers, pencil grips and other tools*

General Adaptations: (only required if student has a disability) *e.g., frequent breaks, visual aids, communication devices, calculators, breaking information down into smaller pieces*