

Instructions for Home Study Electronic Forms

Please read these instructions. This will guide you through the electronic forms submission and will identify which forms you need to submit. Each student enrollment is different based on their individual or family experiences in Home Study.

Table of Contents

Student Enrollment Year.....	2
Instruction by someone other than parent/guardian?	3
Is a parent/guardian with sole educational decision making rights enrolling a student?.....	3
Parent/Guardian 1 Name	4
Parent/Guardian 2 Name	4
Minimum Course of Study (MCOS).....	4
End of the Year Assessment (EOYA)	4
Questions.....	5
Can I save my enrollment and resume later?.....	5
Do I get a copy of my enrollment?.....	5
What if I need to make changes to my submission?	6
Parent(s)/Guardian(s) live in separate households. How does the other parent sign?.....	6

Student Enrollment Year

- **This is a required field.**
- Your selection will determine other information that the Agency of Education (AOE) will need.
- **New enrollment (first time enrolling in a VT Home Study Program)**
 - You will need to submit one of the following:
 - Report card from a VT public school,
 - Independent Professional Evidence Reporting Form ([Form B](#)) or
 - In lieu [Form B](#), you may submit one of the following: a special education evaluation, Individualized Education Program (IEP), 504 Plan, results from a screening or summary from a physician, licensed special educator, licensed related service provider, psychologist/psychiatrist, or licensed classroom teacher or other professional evidence.
- **Second Year Enrollment**
 - Specific Topic areas (please include details) regarding the Minimum Course of Study (MCOS)
 - The End of the Year Assessment for the previous year must be submitted in order for your current enrollment to be complete.
 - You will need a [Form B](#) or something equivalent if child has been diagnosed with a disability since previous year.
- **Third Year and Above Enrollment**
 - Specific Topic areas regarding the Minimum Course of Study (MCOS) may not be required if you have successfully completed 2 consecutive school years of home study (within the last 5 years)
 - If you are unsure if you are eligible for the MCOS exemption, please contact the Home Study Office at aoe.homestudy@vermont.gov
 - The End of the Year Assessment for the previous year must be submitted in order for your current enrollment to be complete.

Age of student at time of enrollment:

- This is a required field.
- Your selection will determine other information that the Agency of Education (AOE) will need

Does the student have a diagnosed disability?

- **Yes**
 - You must submit the [adaptations form](#) or
 - Complete the adaptations within the online system
 - If this student is enrolling in home study for the first time or if the student has recently been diagnosed with a disability:
 - You will need to provide documentation of the disability. You must submit one of the following :
 - Individualized Education Program (IEP)
 - 504 Plan
 - [Form B or](#)
 - Evaluation from physician, licensed special educator, licensed related service provider, psychologist/psychiatrist, or licensed classroom teacher or other professional evidence.
- **No**
 - No action needed

Instruction by someone other than parent/guardian?

- **Yes**
 - A copy of [Form C](#) will be required to be uploaded
- **No**
 - No action needed.

Is a parent/guardian with sole educational decision making rights enrolling a student?

- **Yes**
 - [Assurances of Educational Legal Rights](#) need to be completed
 - Only 1 (one) parent information will appear
- **No**
 - No action needed

Is the student's surname different from either or both of the parents/guardians surnames?

- Yes
 - [Assurances of Educational Legal Rights](#) need to be completed
- No
 - No action needed

Parent/Guardian 1 Name

- Fields with the red asterisks * are required

Parent/Guardian 2 Name

- Fields with the red asterisks * are required
 - ☐ These fields will not appear if “yes” was selected in the previously selected

<p>Is a parent/guardian with sole educational decision making rights enrolling a student?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
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Minimum Course of Study (MCOS)

- MCOS can be entered on this page or uploaded if it was written/printed on another sheet of paper.
- If the student is age 13 or older at the time of enrollment, then you are not required to provide a MCOS for physical education, health and fine arts.
- A MCOS must be submitted for every student who is age 12 (at the time of enrollment), regardless of the exemption.

End of the Year Assessment (EOYA)

The End of the Year Assessment for the previous year must be submitted in order for your current enrollment to be complete. Without this, your enrollment will be incomplete.

The End of the Year Assessment must include:

- Name of the child and the date the EOYA was done.
- Four-Six (4-6) work samples each for Language Arts, Math, Social Studies, Science
 - (1-2 samples from beginning of year, 1-2 middle of year, 1-2 towards end of year)
- One (1) Sample each for Physical Education, Fine Art and Health
- List of books for Literature

Go Paperless - Email Communication

- Enter your email if you wish to receive correspondences via email
 - ☐ **Please note:** Emails from the Home Study Office may end up in a Spam or Junk folder. If you are expecting an email from the office, please check there.

If you do not want to get correspondences via email, hit next.

Questions


Can I save my enrollment and resume later?

- Yes, click Save in the bottom right hand corner to save your progress.
 1. Copy your form link
 2. Email the link to yourself

Do I get a copy of my enrollment?

Yes, after you hit submit a summary paper appears.


1. Scroll to the bottom of the page
2. Click on the PDF
3. Download and save or;
4. Print



Home Study Enrollment - Form A

Thank you for submitting your enrollment. **Please refrain from contacting the Home Study staff to inquire about the status of your enrollment unless you receive a specific request to do so.** If you have not received a response from the Home Study office within 3 weeks, please contact the Home Study Team at AQE.HomeStudy@vermont.gov or via our technical assistance line at 802-828-6225

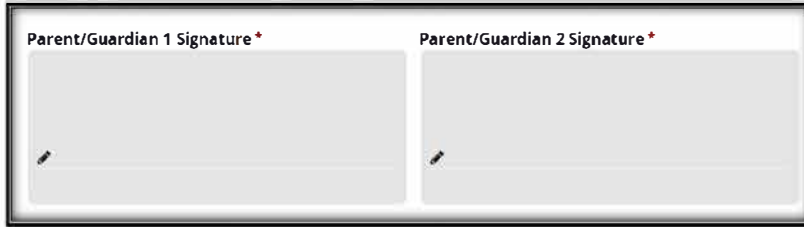
Please note: families who have requested to receive documents via email, please check your junk and spam folders prior to contacting the Home Study Office. Families have reported finding our correspondence in those files.

 [DRAFT Home Study Enrollment - Form A - 24](#)

What if I need to make changes to my submission?

Contact the Home Study Team at AOE.HomeStudy@vermont and someone will email you a link to make changes.

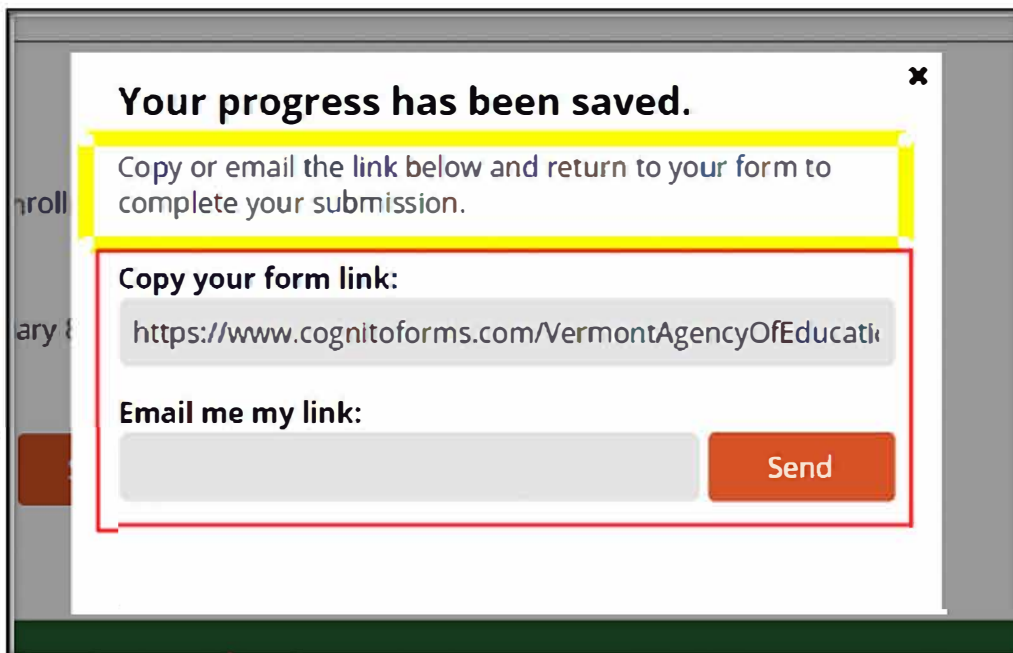
Parent(s)/Guardian(s) live in separate households. How does the other parent sign?



The image shows a screenshot of a form with two signature fields. The left field is labeled "Parent/Guardian 1 Signature*" and the right field is labeled "Parent/Guardian 2 Signature*". Both fields are currently empty and have a small pencil icon in the bottom left corner, indicating they are ready for a signature.

1. Parent/Guardian 1 signs

Click on "Save" in the bottom right hand corner



The image shows a screenshot of a message box titled "Your progress has been saved." with a close button (X) in the top right corner. The message contains the following text: "Copy or email the link below and return to your form to complete your submission." Below this, there is a section titled "Copy your form link:" with a text box containing the URL "https://www.cognitoforms.com/VermontAgencyOfEducation". Below that, there is a section titled "Email me my link:" with a text box and a "Send" button.

2. Email link to other Parent/Guardian for their signature
3. After they sign, the enrollment can be submitted or saved

Parent/Guardian 1 Signature * Parent/Guardian 2 Signature *

Sign 1 Sign 2

For questions please contact the HomeStudy Office.

Home Study Office
 Vermont Agency of Education
 219 North Main Street, Suite 402
 Barre, VT 05641


Phone: 802-822-1234
 Fax: 802-479-4320
 E-Mail: AOE.HomeStudy@vermont.gov

Home Study Enrollment Notice
 Form A
 Revised: February 8, 2018

Back Submit Save

q / q


4. The signature page of [Form A](#) could be submitted in place of online signature
5. The enrollment is **not** sent to the Home Study Office until the “submit” button is hit.

 **VERMONT**
 AGENCY OF EDUCATION

Home Study Enrollment - Form A

Thank you for submitting your enrollment. **Please refrain from contacting the Home Study staff to inquire about the status of your enrollment unless you receive a specific request to do so.** If you have not received a response from the Home Study office within 3 weeks, please contact the Home Study Team at AOE.HomeStudy@vermont.gov or via our technical assistance line at 802-828-6225

Please note: families who have requested to receive documents via email, please check your junk and spam folders prior to contacting the Home Study Office. Families have reported finding our correspondence in those files.

 **DRAFT Home Study Enrollment - Form A - 24**

If you need some technical assistance

Contact the Home Study Team at 802-828-6225 or via email

AOE.HomeStudy@vermont.gov