Updates

The Home Study Team has been hard at work updating forms and templates in the last few months. Some are completed, others are in process. We have a couple of new documents that will be of interest:

1. PowerPoint on how to complete a Parent Report and Portfolio (includes examples of work samples)
2. Powerpoint on How to Enroll a student in a Home Study (includes examples of topic areas for the Minimum Course of Study (MCOS)

We have contacted families to get permission to redact and post Minimum Course of Study (MCOS) examples for other families to use for guidance and ideas. These documents are currently available on the Home Study Webpage.



Help us help you! The Home Study Office reviews more than 2500 students annually, with the bulk of submissions in June and July. It helps the Home Study Office to receive and process paperwork before July 1 to spread out the amount of work. It is also anticipated that we will have one less staff member this summer! Thanks for your consideration!

* Families can enroll students for the 20-21 school year starting on March 1, 2020.
* Start planning your End of the Year Assessment (EOYA) now.

Meet the Home Study Team

**Marianne Robotham**, **full time home study consultant**: Marianne spent 20 years home schooling 4 children! During the school year, she scans and reads all the documents, mails letters, maintains the database and answers calls and emails to families and schools. In the summer she reads paperwork ALL DAY LONG!

**Alicia Hanrahan, Education Programs Manager:** Alicia is the supervisor of the Home Study Team and does a little of everything; including reading paperwork, answering phone calls and emails, managing the Membership List and working with the AOE legal department. Her primary role is AOE’s Interagency Coordinator, working closely with The Agency of Human Services.

**Tammy Pregent, Education Research and Information Specialist III:** Tammy also works part time for Home Study and supports the team during the summer. Tammy developed our database and updates it every year to include new information. Tammy also works on Cognito, pulling the information off the online system and filing it in on our server.

**Vacant, Program Technician II:** This position supports the entire Federal and Education Support Programs Division full time, assisting the Home Study Team part-time.



Online Submissions & Cognito

The preferable way to receive documents from families is through our secure online platform called Cognito. Since we scan all documents that are faxed, mailed or hand-delivered, receiving the documents electronically allows us to spend more time reading and less time scanning!

 **Form Updates**

* We’re offering more options for submitting paperwork! See the updated webpage for details
* We will only be able to accept these types of documents as uploads: **pptx, pdf, (word) doc, docx, zip and jpg**

Our hope is that all of the documentation will come in at once and we won’t have to contact families’ multiple times to track down additional information.



Tips on How to Submit Paperwork

**Please Do:**

* Assemble the portfolio into 1 document
* Submit work samples using these formats: pptx, pdf, (word) doc, docx, zip and jpg
* Caption any photos to document the activity
* Consider using a work sample that can be used for multiple subjects
* Keep a copy of your submission
* Trim papers from spiral notebooks
* Put the student’s first and last name and date each page
* Label the submission: last name, first name and subject (ie Mouse, Mickey EOYA)
* If re-enrolling for next year, include that paperwork with your EOYA

**Please do not:**

* Staple or tape pages together (paper clips work best)
* Submit documents in binders or sheet protectors
* Send anything via external links such as: Google Docs, Pages, CDs, thumb drives, or Dropbox (we cannot open them)
* Send documents that are larger than 8 ½ x 11 as our scanner cannot accommodate larger pages (smaller documents are fine)
* Send original artwork or anything that cannot be scanned
* Send anything that you want returned (please make a copy for us and keep the originals)

We will be hiring a temp to help us during the busy season. If you are interested in scanning, reading and processing home study paperwork, we’d love to have you. Please apply online via SuccessFactors and include both a cover letter and resume.



Contact Us

Please note due to National Life Security protocol we ask that you plan ahead and make an appointment before attempting to visit in-person.

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**Fax: 802-828-6433**