# Registering a Home Schooled Student in the Mexico Academy and Central School District

Welcome to the Mexico Academy and Central School District. Registration packets may be downloaded from Mexico Academy & Central School District website for completion.

Listed below are items that are necessary to register your child in the Mexico School District. All student registrations are completed through the District Office, 16 Fravor Road, Suite A, Mexico, NY 13114

Please bring originals to be copied:

- 1. Letter of Intent to Homeschool to include start date of Homeschool program
- 2. Birth Certificate
- 3. 3 Proofs of residency as noted below:

One of these items are required:

·deed

·mortgage

·lease

·contract to build

·contract to buy a home

Two of these items are also required:

·bank/credit union statement

·paycheck

·automobile/homeowner/renter insurance policy

·automobile registration

·telephone, cable, and/or utility bill

- 4. Custody Paperwork (If Applicable)
- 5. Proof of Guardianship (Court Ordered)
- 6. Child's IEP (If child is receiving Special Education Services)
- 7. Child's 504 Plan (If child is receiving 504 Accommodations)
- 8. Foster Students (social worker name/number and paperwork from County Department of Social Services included with registration packet)

Student photos will be taken at time of registration for School Tool. Please bring your child when registering.

The office of Dan Capella, from CITI BOCES, will be contacting you with further requests of forms to complete for homeschool requirements via e-mail. If you have any questions, please call Mr. Capella's Secretary, Debra Chesbro at 315-963-4234.

# MEXICO ACADEMY AND CENTRAL SCHOOL MEXICO, NEW YORK 13114 STUDENT REGISTRATION FORM - Homeschool

	IDENT REGISTRATION FO	ORM - Homeschool		
Student's Name	First		Middle	
Male Female Student's Date of Birth		Parent Email Address		
Residential Address	Month Day Year			
Home Phone #				
Was Student Born In US?YesNo				
Date Student Entered US Coun	ntm, of Dirth	Last Country	of Peridency	
Date Student Entered OS Coul	ntry of Birtin	Last Country	Di Residency	
Name of Emergency Contact Person:		Relationship to	Student:	
Address of Emergency Contact Person:				
Phone # of Emergency Contact Person:				
			V ) (01)	
Student Lives With: (circle all that applies) Both Parents		nly Step-Parent Grandp	arent(s) Other	
Name of Parent/Guardian Student Resides with and Re				
(i.e. mother, father, stepmother, stepfather, grandp				
1.)				
Place of Employment:				
2.)		Relationship:		
Place of Employment:		Work #:		
Have Court Ordered Custody Papers Been Issued For Th	is Student: ( ) Yes ( ) No	Are Court Papers Atta	ched for Student File: ( ) Yes ( ) No	
Other Parent Name and Address				
Other Parent Home Phone #	Cell	#		
List All Person(s) to Receive Correspondence				
Did Parent(s) Serve in Military?YesNo	Date Parent(s	) Entered Armed Forces		
Is Parent(s) Still Active?YesNo	Date Parent(s) Became	Inactive in Armed Forces		
*				
Names and Birth Date of Other Children In Student's Ho	ome:			
1.) Last First	Mid	dle Sex	x Birth Date	
2.)				
Last First	Mid	dle Sex	x Birth Date	
3.) Last First	Mid	dle Sex	x Birth Date	
4.)		uic 50,		
Last First	Mid	dle Sex	x Birth Date	
5.)	Mid	dle Sex	x Birth Date	
Last First				
If there are additional children i	n the nome, please attach	a sneet and list their names,	, sex, and birth date.	
Has the Student Previously Attended Mexico School Dis	strict ( ) Yes ( ) No If Ye	s, What Grade(s)?		
Does the Student Have an IEP (Individual Educational P	lan) or a Section 504 Accor	mmodation Plan: ( ) Yes, Co	pies Attached ( ) No	
Does Your Child Currently Receive: (circle all that apply) AIS (Academic Intervention Services) Math, AIS (Academic Intervention Services) Reading				
	Counseling Spee			
School Transferring From:				

\*\*\*\*\*Please Note\*\*\*\*
At time of registration the following paperwork is necessary: Birth Certificate, Custodial Papers, Report Card, and Proof of Residency (3 forms)

Address of Previous School District:

# INSTRUCTIONS FOR COMPLETING THE ENROLLMENT FORM - RESIDENCY OUESTIONNAIRE

#### Purpose of the Enrollment Form - Residency Ouestionnaire

All LEAs are required to identify students experiencing homelessness. Additionally, all LEAs that receive Title I funds must ask enrolling students about their housing status. SEO encourages all LEAs regardless of whether they receive Title I funds to do the same. To collect this information, LEAs may:

- 1. Use the Model Enrollment Form Residency Questionnaire attached here,
- 2. Update/modify the Model Enrollment Form Residency Questionnaire to address the needs of the LEA, or
- 3. Incorporate the housing status question from the Model Enrollment Form Residency Questionnaire into the LEA's Enrollment Form or other documents already used by the LEA during the enrollment process.

If an LEA elects the third option and incorporates the housing status question into the LEA's Enrollment Form, the LEA should take steps to ensure that a student's housing status does not become a part of the student's permanent record, because of the sensitive nature of this information. Please see the section titled "Confidentiality" (below) for information about how and when housing information may be shared within the LEA.

#### Who should fill out the Enrollment Form - Residency Ouestionnaire?

A Enrollment Form - Residency Questionnaire should be filled out for all students enrolling in school and for all students who have a change of address in grades preschool-I 2. Preschool includes any <u>LEA program</u> for 3-5 year olds, such as pre-k, Head Start, or Even Start. The Form - Questionnaire should be completed by the student's parent, person in parental relation, or in the case of an unaccompanied youth, by the student directly.

#### Confidentiality

Student housing information should be kept confidential to the maximum extent possible. This information should only be shared with LEA/school staff members who need information about housing status to ensure that the student's educational needs are met. To this end, LEAs may share a student's completed Enrollment Form - Residency Questionnaire with LEA personnel such as:

- 1. the LEA liaison,
- 2. the registrar.
- 3. the student's teachers, and/or guidance counselor, and
- 4. the LEA staff member responsible for reporting data to SEO

However, this information should only be shared with the above staff members to the extent that it will enable them to better meet the educational needs of the student in question and to fulfill reporting requirements mandated by SED.

Other than the above uses, housing information **should be kept confidential** and generally **should not be shared** with other LENschool personnel due to its sensitive nature and the stigma attached to being labeled homeless. LEAs are also encouraged to seek out ways of preventing Enrollment Form - Residency Questionnaires and housing information from becoming a part of a student's permanent record.

#### Discussing the Enrollment Form - Residency Ouestionnaire with Students and Families

In reviewing the Enrollment Form - Residency Questionnaire with parents, persons in parental relation, and unaccompanied youth, LEAs should emphasize that the purpose of gathering the information is to ensure that students in temporary housing arrangements are provided with the rights and services to which they are entitled under the McKinney-Vento Act. These rights and services include:

- 1. The right to stay in the same school the student had been attending before losing his/her housing or the last school attended (both known as the school of origin),
- 2. The right to immediate enrollment for students who decide to transfer schools, even if the student does not have all of the documents normally forenrollment,
- 3. Transportation services if the student continues to attend the school of origin,
- 4. Categorical eligibility for Title I services if offered in the LEA,
- 5. Categorical eligibility for free meals if offered in the LEA, and
- 6. Access to services provided with McKinney-Vento funds if available in the LEA.

The LEA should also ensure that the parent, person in parental relation, unaccompanied youth is aware that the student's housing status will kept confidential and will only be shared with those LEA staff responsible for providing services to the student and those responsible for keeping track of how many students are identified as living in temporary housing in the LEA.

LEAs are advised to explain to parents that if a parent claims that her/her child is living in temporary housing, and the LEA wishes to conduct an investigation to verify this information, the LEA may conduct a home visit. However LEAs cannot contact a landlord or building superintendent to verify a student's housing status. Contacting a landlord or building superintendent may be a violation of FERPA, a federal law, and may put the family at risk of losing its housing. If the student is living in a doubled up situation, it may also lead to loss of housing for the primary tenants.

# <u>Uthe Parent, Person in Parental Relation, or Unaccompanied Youth Declines to Fill Out the Enrollment Form - Residency Ouestionnaire</u>

If the parent, person in parental relation, or unaccompanied youth declines to complete the Enrollment Form - Residency Questionnaire, the LEA should note on the form that the parent, person in parental relation, or unaccompanied youth declined to provide the information requested.

#### Completing the Form

If a parent, person in parental relation, or unaccompanied youth enrolling in school indicates that a student is living in one of the five temporary housing arrangements, the school may not require proof to verify where the student is living before enrolling the student. The five temporary housing arrangements are listed below:

- 1. In a shelter,
- 2. With another family or other person (sometimes referred to as "doubled-up"),
- 3. In a hotel/motel,
- 4. In a car, park, bus, train, or campsite, or
- 5. Other temporary living situation.

After the student is enrolled and attending classes, the school or LEA is permitted to verify the student's housing arrangements. However, the student must first be enrolled in school. Again, LEAs cannot not contact a landlord or building superintendent to verify a student's housing status. (See above for more information.)

#### **Definitions of Temporary Housing Arrangements**

"With another family or other person" (also referred to as "doubled-up")"

LEAs should be aware that students who are sharing the housing of others are eligible for services under the McKinney-Vento Act and State law, if sharing housing is due to loss of housing, economic hardship, or a similar reason.

#### "Other temporary living situation"

In addition to the four examples of temporary housing, students who lack a "fixed, adequate, <u>and</u> regular" nighttime residence are also covered as homeless under the McKinney-Vento Act and State law. This <u>may</u> include unaccompanied youth who have fled their homes or were forced to leave their homes and who do not otherwise meet the definition of "doubled-up."

"In permanent housing"

Permanent housing means that the student's living arrangements are "fixed, regular, and adequate."

#### Next Steps for LEAs with Students Living in Temporary Housing Arrangements

If the parent, person in parental relation, or unaccompanied youth indicates that a student is living in temporary housing, the LEA must complete a Designation Form. If the LEA believes additional information is needed before reaching a final decision on the student's eligibility under McKinney-Vento, enrollment should not be delayed and a Designation Form should still be filled out. For more information about determining eligibility see the National Center on Homeless Education's Determining Eligibility Brief, available at: www.serve.org/nche/downloads/briefs/det\_elig.pdf

If a student who is identified as homeless was last permanently housed in a different school district, the district of attendance/local district will be eligible for tuition reimbursement from SED for the cost of educating the student. School districts should complete a STAC-202 form if eligible for tuition reimbursement. For more information about STAC-202 forms contact the STAC Office at 518-474-7116 or NYS-TEACHS at 800-388-2014.



# MEXICO ACADEMY & CENTRAL SCHOOL

Inspiring Excellence and Leadership in All!

#### STUDENT RESIDENCY QUESTIONNAIRE

	•	
Name of School:		
Name of Student:		
Last	First	Middle
Gender: Male Date of Birth:	Month Day Year	Grade: (preschool-12)
Address:	•	Phone:
The answer you give below will help the dereceive under the McKinney-Vento Act. entitled to immediate enrollment in school as proof of residency, school records, immediated under the McKinney-Vento Act.	Students who are prot ol even if they don't ha nunization records, or	birth certificate. Students who are
Where is the student currently living? (Pl		
☐ In a shelter ☐ With another family or other pers ☐ In a hotel/motel ☐ In a car, park, bus, train, or camp ☐ Other temporary living situation ☐ In permanent housing	site	l to as "doubled-up")
Print name of Parent, Guardian, or Student (for unaccompanied homeless youth)		urent, Guardian, or Student nied homeless youth)
Date		
Forward to: Carolyn Maloney - Mexico Hig	h School	
I certify the above-named student qualifies to	for services under the pa	rovisions of the McKinney-Vento Act.
McKinney-Vento Liaison Signature		Date

#### STUDENT RACIAL AND ETHNIC IDENTIFICATION

#### To the Parent/Guardian:

The Mexico School District is required to collect and record the ethnic identity of students, in accordance with the federal categories and definitions. The information will be used to:

- Report information to the State and Federal Education Departments, as required.
- Plan educational programs and make sure that they are readily available to all students.
- Study the movement of students in different ethnic groups as they move from school to school.
- Analyze the difference in academic performance, attendance and completion of school.

We need your help in order to accomplish this task. Please review the Racial/Ethnic definitions on the back of this page. Put a check (V) in the box for the category or categories which best describe your child. The Mexico School District understands the sensitive nature of this information and wishes to assure you that it will be kept secure and confidential in accordance with all State and Federal student privacy laws and regulations. The Family Educational Rights and Privacy Act (1974) prohibits unauthorized access to student records and unauthorized release of any student record information identifiable by either student name or student identification number. If the information requested is not provided on this form on behalf of your child, a student records officer from the school or district will be required to identify the group to which the student appears to belong, identifies with, or is regarded in the community as belonging. Thank you for your cooperation.

7/2019



# MEXICO ACADEMY & CENTRAL SCHOOL

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#### STUDENT RACIAL AND ETHNIC IDENTIFICATION

All students between 5 and 21 years of age have the right to a free public education. Children may not be refused admission because of race, color, creed or national origin, sex, citizenship, handicapping condition, or immigration status.

udent Name: Last, First, Middle:	
ate of Birth:	
ame of School:	
rade Level:	
LEASE ANSWER QUESTIONS 1 AND 2. PLEASE READ THEM BEFORE YOU RESPOND. (For question #1, check that best describes your child.) Check only <u>ONE</u> line.	$(\sqrt{)}$ the
Is the student Hispanic, Latino, or of Spanish origin? (Hispanic, Latino, or of Spanish origin means a pers Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of rac	
YES, Hispanic NO, not Hispanic	
Select one or more races from the following five racial groups (For question #2, Check ( $$ ) all groups that a your child. Check ( $$ ) at least ONE line.)	pply to
American Indian or Alaska Native: a person having origins in any of the original peoples of North America and who aintains cultural identification through tribal affiliation or community recognition. e.g. Cherokee, Mohawk, Inuit.	)
Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontine cluding for example, Cambodia, China, India, Japan, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	nt
Native Hawaiian or other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, other Pacific Islands.	Samoa,
Black: A person having origins in any of the black racial groups of Africa.	
White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.	
Signature of Parent/Guardian/Other Date	
Relationship to Student (please check one below) Mother Father GuardianOther (Specify):	
	7/2010

7/2019



#### STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 Office of P-12

Lissette Colón-Collins, Assistant Commissioner Office of Bilingual Education and World Languages

55 Hanson Place, Room 594 Brooklyn, New York 11217 Tel: (718) 722-2445 / Fax: (718) 722-2459 89 Washington Avenue, Room 528EB Albany, New York 12234 (518) 474-8775 / Fax: (518) 474-7948

#### Home Language Questionnaire (HLQ)

$\mathcal{D}$	ear Parent or Guardian:	Please write clearly when completing this section.  STUDENT NAME:			
Ir	n order to provide your child with the	STUDENT NAME	•		
best possible education, we need to determine how well he or she understands, speaks, reads and writes in English, as well as prior school and		First	Middle		
		DATE OF BIRTH:			GENDER:
					☐ Male
	ersonal history. Please complete the	Month	Day	Year	☐ Female
sections below entitled Language Background and Educational History.		PARENT/PERSON IN PARENTAL RELATION INFO:			
Y	our assistance in answering these				
	uestions is greatly appreciated. hank you.	Last Na	ame	First Name	Relation to Student
	H	OME LANGUAGE	CODE		
	(F	nguage Back Please check all that			
	What language(s) is(are) spoken in the student's home or residence?	☐ English	☐ Other		4
_			☐ Other		specify
2. V	What was the first language your child learned?	English	<u> </u>		2224
3. \	What is the Home Language of each parent/guardian?	☐ Mother		☐ Fathe	specify er
	3906034CS	☐ Guardian(s)	spec	illy	specify
		Guardian(s)		specii	у
4. V	Nhat language(s) does your child understand?	☐ English	□ Other		
- 1	Athat law areas (a) door your child amont?	☐ English	☐ Other		specify  Does not speak
Э. ¥	Nhat language(s) does your child speak?	a Liigiisii	<b>—</b> Othor	specify	
6. V	What language(s) does your child read?	☐ English	□ Other		☐ Does not read
		m c c.	☐ Other	specify	☐ Does not write
7.	What language(s) does your child write?	☐ English	□ Other	specify	Does not write
	THIS SECTION TO BE COMPLETE	n ev nietelct	THE VALLEY CH.		ISTERED:
	THIS SECTION TO BE COMPLETE	DET DISTRICT		NT ID NUMBER IN N	
-	SCHOOL DISTRICT INFORMATION:			MATION SYSTEM:	I O O I O D E N I
- 60					

THIS SECTION TO BE CO	OMPLETED BY DISTRIC	T IN WHICH STUDENT IS REGISTERED:
SCHOOL DISTRICT INFORMATION:		STUDENT ID NUMBER IN NYS STUDENT INFORMATION SYSTEM:
District Name (Number) & School	Address	

# Home Language Questionnaire (HLQ)—Page Two

Educational History					
8. Indicate the total number of years that your child has been e	enrolled in school				
9. Do you think your child may have any difficulties or conditions that affect his or her ability to understand, speak, read or write in English or any other language? If yes, please describe them.					
Yes* No Not sure					
How severe do you think these difficulties are? ☐ Minor ☐ So	omewhat severe				
	evaluation in the past?   No   Yes* *Please complete 10b below				
10b. *If referred for an evaluation, has your child ever received. ☐ No ☐ Yes - Type of services received:	any special education services in the past?				
Age at which services received (Please check all that apply):  ☐ Birth to 3 years (Early Intervention) ☐ 3 to 5 years (Special Control of the Control of th	ecial Education) 🛘 6 years or older (Special Education)				
10c. Does your child have an Individualized Education Program	m (IEP)?  No Yes				
11. Is there anything else you think is important for the school	to know about your child? (e.g., special talents, health concerns, etc.)				
12. In what language(s) would you like to receive information	from the school?				
Signature of Parent or of Person in Parental Re	Month: Day: Year:  Date				
Relationship to student:   Mother   Father   Other:					
Relationship to student:  Mother  Father  Other:					
·	POSITION OF PERSONNEL ADMINISTERING HLQ				
	POSITION OF PERSONNEL ADMINISTERING HLQ POSITION:				
OFFICIAL ENTRY ONLY - NAME/F					
OFFICIAL ENTRY ONLY - NAME/F NAME:  IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:  NAME/POSITION OF QUALIFIED PERSONNEL I	POSITION:  REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW				
OFFICIAL ENTRY ONLY - NAME/F NAME:  IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:  NAME/POSITION OF QUALIFIED PERSONNEL I NAME:	Position:				
OFFICIAL ENTRY ONLY - NAME/F NAME:  IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:  NAME/POSITION OF QUALIFIED PERSONNEL I	POSITION:  REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW				
OFFICIAL ENTRY ONLY - NAME/F  NAME:  IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:  NAME/POSITION OF QUALIFIED PERSONNEL I  NAME:  ORAL INTERVIEW NECESSARY: No Yes  **Date of Individual Interview.	POSITION:  REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW  POSITION:  E OF ADMINISTER NYSITELL  AL BIGLISH PROFICIENT				
OFFICIAL ENTRY ONLY - NAME/F  NAME:  IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:  NAME/POSITION OF QUALIFIED PERSONNEL I  NAME:  ORAL INTERVIEW NECESSARY:  NO  YES  **Date of Individual	POSITION:  REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW  POSITION:  E OF ADMINISTER NYSITELL  AL BIGLISH PROFICIENT				
OFFICIAL ENTRY ONLY - NAME/F  NAME:  IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:  NAME/POSITION OF QUALIFIED PERSONNEL I  NAME:  ORAL INTERVIEW NECESSARY: NO YES  **DATE OF INDIVIDUAL INTERVIEW:  MQ DAY YR  OUTCOME INDIVIDUAL INTERVIEW:	POSITION:  REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW  POSITION:  E OF ADMINISTER NYSITELL  AL BIGLISH PROFICIENT				
OFFICIAL ENTRY ONLY - NAME/F  NAME:  IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:  NAME/POSITION OF QUALIFIED PERSONNEL I  NAME:  ORAL INTERVIEW NECESSARY: NO YES  ***DATE OF INDIVIDUAL INTERVIEW:  NAME/POSITION OF QUALIFIE  NAME/POSITION OF QUALIFIE  NAME:  PROFICIENCY LEVEL ACHIEVED ON NYSITELL:	POSITION:  REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW POSITION:  E OF ADMINISTER NYSITELL AL ENGLISH PROFICIENT W: REFER TO LANGUAGE PROFICIENCY TEAM				
OFFICIAL ENTRY ONLY - NAME/F  NAME:  IF AN INTERPRETER IS PROVIDED, LIST NAME, POSITION AND CREDENTIALS:  NAME/POSITION OF QUALIFIED PERSONNEL INTERVIEW NECESSARY: NO YES  **DATE OF INDIVIDUAL INTERVIEW:  NAME/POSITION OF QUALIFIED PERSONNEL INTERVIEW:  NAME/POSITION OF QUALIFIED PERSONNEL INTERVIEW:  NAME/POSITION OF QUALIFIED PROFICIENCY LEVEL ACHIEVED ON NYSITELL:  NAME:  DATE OF NYSITELL ACHIEVED ON NYSITELL:	POSITION:  REVIEWING HLQ AND CONDUCTING INDIVIDUAL INTERVIEW POSITION:  E OF Administer NYSITELL  E INCLISH PROFICIENT  W: REFER TO LANGUAGE PROFICIENCY TEAM  ED PERSONNEL ADMINISTERING NYSITELL  POSITION:				



# MEXICO ACADEMY & CENTRAL SCHOOL

# Inspiring Excellence and Leadership in All!

16 Fravor Road • Suite A • Mexico, NY 13114 • 315-963-8400

CENTRAL ADMINISTRATION

Dr. Donna Runner Superintendent of Schools Colleen Root

Assistant Superintendent for
Curriculum & Instruction

Elizabeth DiCosimo Assistant Superintendent for Teaching and Learning Sheilla Roth
School Business Executive

Harmony Rice Secretary to the Superintendent and District Clerk

To: Parent/Guardian of Homeschooled Students From: Colleen Root, Assistant Superintendent Re: District Notification of Intent to Homeschool

This form is to be completed if you intend to homeschool your child/children. It is required to be completed annually and submitted by July 1 of the year you will be homeschooling or within fourteen days of the beginning of your homeschool program. Once this Notice of Intent is received, you will be provided additional information about required documentation from our Homeschool Coordinator at CiTi BOCES. CiTi BOCES sends correspondence via e-mail.

Today's Date:	School Year:			
Parent Name:	Home Address:			
Home Phone #:	Cell Phone #:			
E-Mail Address	Parent Signature:			
List students who will be home-schooled:				
Student Name:	DOB:	Grade:	Male/Female	
Student Name:	DOB:	Grade:	Male/Female	
Student Name:	DOB:	Grade:	Male/Female	
Student Name:	DOB:	Grade:	Male/Female	
Kindly provide an emergency contact number:				
ame: Relationship to Student :				
Home Phone #:	Cell Phone #:			
Please submit this form by July 1st to:	Mexico Superintendent of S Mexico District Office 16 Fravor Road, Suite A Mexico NY 13114	chools		

4/2022

# Submit Notice of Intent

Written Notice of Intent to Homeschool' submitted to Superintendent of School by July 1

# Steps to Homeschooling Your Child



The IHIP must include your syllabus/plan of instruction; a list of the textbooks you will use; a list of dates you intend to submit your quarterly informational reports; and the names of all persons providing instruction.



Quarterly Reports must include: total hours of instruction provided that quarter; a description of material covered in each subject area; and a grade or narrative evaluation of each subject.

Annual Assessment requirements vary by grade level. Please refer to NYS Guidelines for Homeschooling.

# **Important Information for Homeschool Families**

- 1. You must submit a Letter of Intent to establish a home school to the District Superintendent by July 1<sup>st</sup> or within fourteen days of the beginning of your homeschool program.
- You must provide an Individualized Home Instruction (IHIP) plan to the District Superintendent. The IHIP
  must include your syllabus/plan of instruction; a list of the textbooks you will use; a list of dates you intend
  to submit your quarterly informational reports as required by your local school district; and the names of all
  persons providing instruction in your school.
- 3. You are required to maintain attendance records throughout the instructional year.
- 4. You are required to keep attendance records for each child in your school that clearly show you are meeting the "substantial equivalent" of 180 days a year. Attendance records do not have to be filed with the school district UNLESS the superintendent requests your file records.
- 5. In addition to the day requirement, homeschooled students are required to meet hourly attendance requirements: 900 hours of school per year in grades 1–6, and 990 hours of school per year in grades 7–12.
- 6. Quarterly reports submitted to the District Superintendent must include:
  - Total hours of instruction provided during the reference quarter;
  - A description of material covered in each subject area; and
  - A grade or narrative evaluation of each subject.
- 7. Annual Assessments must include the following:
  - Grades K-3 Select from one of the following: standardized test; written evaluation; peer review panel; assessment done by a certified teacher.
  - Grades 4-8 The annual assessment MUST be a standardized test administered every other year.
  - Grade 9-12 Students must be evaluated yearly with a standardized test with a resulting composite score above the 33<sup>rd</sup> percentile.

### Additional information you should know:

- New York state law does not require teaching credentials for parents providing home instruction.
- Children enrolled in homeschool in New York are not eligible to participate in public school intramural or interscholastic sports or enroll in BOCES programs at the expense of the district.
- Children enrolled in homeschool in New York are allowed to use public school libraries, career information centers and gymnasiums, but there must be written mutual agreement on the part of all involved parties.
- Dual enrollment services are not available to homeschool students in New York (i.e. concurrent college enrollment)