

## HOME INSTRUCTION INFORMATION 2019-2020

The following information is provided by the Office of Student Services, Prince William County Public Schools, to assist parents with the application process for home instruction. Alternate means of application may also be submitted.

In order to satisfy the requirements of Section 22.1-254.1 of the Code of Virginia, "Any parent who elects to provide home instruction in lieu of school attendance shall **annually** notify the division superintendent in August of his intention to so instruct the child and provide a description of the curriculum, limited to a list of subjects to be studied during for the coming year, and evidence of having met one of the criteria for providing home instruction as required by subsection A of Section 22.1-254.1. Parents electing to provide home instruction shall provide such annual notice no later than **August 15.**"

Parents are requested to submit all materials to:

Office of Student Services - Home Instruction

US Mail: Prince William County Public Schools  
Office of Student Services  
P.O. Box 389  
Manassas, VA 20108

FAX: 571.285.0246

E-Mail: [pweshomeinstruction@pwcs.edu](mailto:pweshomeinstruction@pwcs.edu)

If application is made during the school year, a parent may withdraw his or her student from school by submitting to the student's school or to the Office of Student Services notification of his or her intent to provide home instruction. The application for home instruction must be completed within 30 days of parent notification in order to ensure that the requirements of §22.1-254.1 have been satisfied.

The following information is available on the Internet for your reference and convenience:

- The Code of Virginia may be accessed at <http://law.lis.virginia.gov/vacode>
- Prince William County Public Schools Regulation 722-2, Home Instruction by Parents, is available through the PWCS website at [www.pwcs.edu](http://www.pwcs.edu)
- Prince William County Public Schools Regulation 722-3, Academic Placement of Students from Non-Public Schools and Approved Home Instruction Programs, is available through the PWCS website at [www.pwcs.edu](http://www.pwcs.edu). Parents should review this regulation if they wish to learn more about the process for awarding high school credits for classes taken while on Home Instruction.
- The Standards of Learning for Virginia Public Schools may be located on the Virginia Department of Education website at: [www.pen.k12.va.us](http://www.pen.k12.va.us). Please click on the "For Students and Parents" section and scroll down the page to locate Testing, Standards of Learning (SOL) & Achievement. Click on this topic and locate the Standards under "SOL Resources" on the menu to the right of the page.

Please call Joyce Miller-Roy in the Office of Student Services at 703.791.7269 if you have any questions concerning this information. You may also submit questions via e-mail at [pweshomeinstruction@pwcs.edu](mailto:pweshomeinstruction@pwcs.edu).



May 2019

Dear Parent or Guardian:

According to Section §22.1-254.1 of the Code of Virginia, a parent providing home instruction to his/her child(ren) is required to submit evidence of academic achievement to the division superintendent by **August 1** following the school year in which the child has received home instruction. For the 2019-2020 school year parents may provide either:

- (i) evidence that the child has attained a composite score in or above the fourth stanine on any nationally normed standardized achievement test or
- (ii) an evaluation or assessment which the division superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

If you have home-instructed in PWCS for the 2018-19 school year, all evidence of achievement documents must be submitted **no later than August 1, 2019**.

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Parents electing to provide home instruction for the 2019-2020 school year are required to provide annual notice no later than **August 15, 2019**. Below, you will find a list of the documents that must be submitted. *A letter of compliance will be sent to you electronically if an e-mail address is provided.*

- 1) **Notice of Intent to Provide Home Instruction for the 2019-20 school year** - The attached form or an alternate means of notification may be utilized for this purpose.
- 2) **Description of Curriculum/ Program of Study** - A sample form is attached for your convenience. Another written format may be used to provide this information. Please note that due to recent changes in the Code of Virginia parents need only submit a list of subjects to be studied during the coming year.
- 3) **Certificate of Immunization - If information has been submitted during a previous school year this information does not need to be provided.** A sample form is attached for use if needed. Parents must comply with immunizations requirements provided in §32.1-46 in the same manner and to the same extent as if the child had been enrolled in and attending school per §22.1- 271.4.

**If you plan to discontinue home instruction for the 2019-2020 school year please complete the Notice of Intent to Discontinue Home Instruction or provide an alternate written notification to the Office of Student Services.**

Materials may be submitted using any one of the three below methods:

1. By Mail - Office of Student Services, P.O. Box 389, Manassas, VA 20108
2. By Fax – 571.285.0246
3. By E-mail – [pwshomeinstruction@pwcs.edu](mailto:pwshomeinstruction@pwcs.edu)

Please call Joyce Miller-Roy 703.791.7269 or e-mail [pwshomeinstruction@pwcs.edu](mailto:pwshomeinstruction@pwcs.edu) if you have any questions regarding this information or if we may be of further assistance.

Sincerely,

Dr. Deborah Ransom  
Rebekah W. Schlott

**NOTICE OF INTENT TO PROVIDE HOME INSTRUCTION\***

**2019-20 SCHOOL YEAR**

I hereby certify that I am the parent/guardian of the child(ren) listed below and elect to provide home instruction to him/her/them for the 2019-20 school year in lieu of public school attendance per §22.1-254.1, subsection A, Code of Virginia:

Child's Name	Gender	Grade Level for 2019-2020	Child's Date of Birth

Please designate the option under which you will provide home instruction for your child(ren):

- i. \_\_\_ I hold a high school diploma. *(A copy of my diploma or transcript from high school or a post secondary institution, if not already on file, and a description of the curriculum to be followed for the coming school year are attached.)*
- ii. \_\_\_ I am a teacher of qualifications prescribed by the Virginia Board of Education. *(My current teaching certificate from the Virginia Department of Education, if not already on file, and a description of the curriculum to be followed for the coming school year are attached.)*
- iii. \_\_\_ I am providing a program of studies or curriculum delivered through a correspondence course or distance learning program or in any other manner. *(A description of a program of studies or curriculum is attached.)*
- iv. \_\_\_ I am providing evidence that I am able to provide an adequate education for my child(ren). *(Evidence that I am able to provide an adequate education for my child(ren) and a description of the curriculum to be followed for the coming school year are attached.)*

According to §22.1-254.1, subsection C, Code of Virginia, a parent who elects to provide home instruction shall provide the division superintendent by August 1 following the school year in which the child has received home instruction with either (i) evidence that the child has attained a composite score in or above the fourth stanine on any nationally normed standardized achievement test, to include ACT, SAT, & PSAT or (ii) an evaluation or assessment which the division superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

Should a student return to a Prince William County school from home instruction, course work completed by the student while on home instruction will be evaluated by the individual school. Please be advised that students must earn both standard and verified units of credit in order to earn a Standard or Advanced Studies Diploma from Prince William County Public Schools.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Work Phone #

\_\_\_\_\_  
Cell Phone #

**Please submit all materials as a complete packet no later than August 15, 2019 to:**  
 US Mail: Office of Student Services - Home Instruction  
 Prince William County Public Schools  
 P.O. Box 389 Manassas, VA 20108  
 E-mail: [pwshomeinstruction@pwcs.edu](mailto:pwshomeinstruction@pwcs.edu)  
 FAX: 571.285.0246

\*This form is provided for the convenience for parents/guardians. An alternate form of notification may be utilized.  
 Revised 05-19

