NOTICE OF INTENT TO PROVIDE HOME INSTRUCTION*

20____-____ SCHOOL YEAR

I hereby certify that I am the parent/guardian of the child(ren) listed below and elect to provide home instruction for the coming school year in lieu of public school attendance per § 22.1-254.1 of the Code of Virginia.

Student Name (Last, First, Middle)	Gender	Grade Level for 20__-__	Date of Birth

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

i. ☐ I hold a high school diploma. *(Attach a copy of the parent's high school diploma, or transcript showing graduation, or a higher credential (e.g., a certificate, an associate's degree, a bachelor's degree, a master's degree, or a doctorate) and a description of curriculum to be studied for each child during the coming year.)*

ii. ☐ I am a teacher of qualifications prescribed by the Virginia Board of Education. *(Attach a copy of 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. *(Attach proof of enrollment from the institution showing school's name and address for each child: the child's name, the term(s) for which enrolled, and the courses in which enrolled. If you choose to provide a program of study or curriculum in some other manner as specified in the § 22.1-254.1 of the Code of Virginia, a list of subjects to be studied for each child during the coming year must be submitted.)*

iv. ☐ I am providing evidence that I am able to provide an adequate education for my child(ren). (*Attach a description of the curriculum limited to a list of subjects to be studied for each child during the coming year.)*

According to § 22.1-254.1 of the 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

_____ Parent/Guardian Signature

_____ Date

_____ Street Address

_____ City

_____ State

_____ Zip

_____ Email

_____ Cell Phone

_____ Work Phone

Please submit all materials as a complete packet no later than August 15 via U.S. mail: Prince William County Public Schools, P.O. Box 389 Manassas, VA 20108 or email: PWCSHomeInstruction@pwcs.edu

*This form is provided for the convenience for parents/guardians.

Revised 02/2021