

SCHOOL BOARD OF SARASOTA COUNTY
HOME EDUCATION
PARENT GUIDE



AUGUST 2010

TABLE OF CONTENTS

INTRODUCTION	ii
SCHOOL DISTRICT CONTACTS	iii
FREQUENTLY ASKED QUESTIONS AND ANSWERS	1
APPENDIX A:	
Florida Statutes.....	11
APPENDIX B (FORMS):	
FORM 1 Notice of Intent to Home Educate.....	14
FORM 2 Directory Information	15
FORM 3 Home Education Survey.....	16
FORM 4 Evaluation Checklist	17
FORM 5 Notice of Termination	19
APPENDIX C:	
Regionally Accredited Correspondence Programs.....	20
APPENDIX D:	
Sample Portfolio Review	21

INTRODUCTION

Home education, as defined by Florida law, is “sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements of Sections 1002.41, 1003.01, and 1003.21.” The law gives parents much freedom in directing and choosing the educational programs that best meet the needs of their child. Parents are responsible for all aspects of the student’s home education program. Throughout the state of Florida, children of all ages are being home educated, with many of them entering college straight from their home education programs.

SCHOOL DISTRICT CONTACTS
School District Phone Number (941) 927-9000

Deborrah Metheny	Supervisor, School Choice/Charter	Ext. 32258
Linda Baumgartner	Home Education Administrative Assistant	Ext. 32258
Susan Fisher	Student Assignment Administrative Assistant	Ext. 32255

Administrative Offices

John Zoretich	Exec. Director of Elementary Education	Ext. 31106
Dr. Page Dettmann	Exec. Director of Middle Schools	Ext. 31143
Steve Cantees	Exec. Director of High Schools	Ext. 31137
Sonia Figaredo-Alberts	Exec. Director of Exceptional Student Education	Ext. 31109
Melissa Morrow	Director of Career and Technical Education	Ext. 31164
Nancy Roberts	Director of Curriculum	Ext. 34100
Robyn Marinelli	Supervisor, Pupil Support Services (Including Guidance)	Ext. 34758
Kathy Devlin	Supervisor, Exceptional Student Education	Ext. 34226
Dr. Sharon Richert	Supervisor, Instructional Materials/Textbooks	486-2425
Bill Maher	Chief GED Examiner	924-1365

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1. **Q. What are the responsibilities of parents who wish to establish a home education program?**
 - A. To establish a home education program and maintain compliance, as required by Section 1002, the parent must:
 1. Send notice of intent to the district school superintendent within 30 days of beginning your home education program. (Appendix A, Form 1)
 2. Maintain a portfolio of records.
 3. Make your portfolio available for inspection by the superintendent upon a 15-day written notice.
 4. Submit an **annual** evaluation for each child to the superintendent within one year of the letter of intent. (Form 4)
 5. Preserve your child's portfolio for two years.
 6. Submit a notice of termination within 30 days upon completion of your home education program, when you stop home educating your child, or upon moving from the county. (Form 5)

2. **Q. Will I need to file a notice of intent for my five-year-old kindergartner?**
 - A. Five-year-old children who turn 6 after February 1, and who are home schooled for kindergarten, are not required to register for the Home Education Program. However, if a letter of intent is filed for a five-year-old kindergartner, then the parent must keep a portfolio and the child must be evaluated.

The School Board of Sarasota County's *Student Progression Plan* states that students entering first grade must be 6 years old on or before September 1 of the school year and have successfully completed a county approved kindergarten. HOME EDUCATION IS NOT AN APPROVED KINDERGARTEN.

3. **Q. Do I have to hold a teaching certificate to teach my child at home?**
 - A. No. A parent is not required to have a valid Florida teaching certificate to home educate his/her child.

4. **Q. Will there be expenses associated with home educating my child and will I be responsible for them?**
 - A. Yes. There will be expenses associated with home education; e.g., books, materials, and any other instructional materials you choose to utilize. All expenses for home education are paid by the parents.

5. **Q. Will Sarasota County Schools be sending me something telling me what I should be teaching?**
- A. No. The parent/guardian who assumes the responsibility of educating a student at home also assumes the responsibility for providing curriculum, instruction, educational materials, and evaluations necessary to determine student progress.
6. **Q. Where do I find materials?**
- A. School districts do not supply books, curricula or materials, for home education purposes. Some home school parents utilize the following resources:
- Florida Parent-Educators Association (FPEA)**
P. O. Box 50685
Jacksonville, FL 32240-0685
Toll-free telephone: 1-877-275-3732
Website: www.fpea.com
Email: Office@fpea.com
- Florida Textbook Depository (Jacksonville)**
P. O. Box 6578
Jacksonville, FL 32236
(904) 781-7191
Website: www.fsbid.com
- Sarasota County surplus school books can be found at the Textbook Warehouse located at the Educational Service Center, 301 Old Venice Road, Osprey. For assistance, call Dr. Sharon Richert, Supervisor of Instructional Materials at 486-2425
- Curriculum vendors may be located on the Internet. Your public library provides Internet access and possibly materials that can supplement your program. The key words "Florida Home Education" and also "home education" will yield many results as you search for home education websites.
7. **Q. Do I have to teach my child myself or are there other educational avenues available?**
- A. A family that has established a home education program as required by statute may enlist the help of a tutor, the Florida Virtual School, correspondence courses, or other means to provide sequentially progressive instruction.
8. **Q. How do I seek support from others who are teaching at home?**

- A. There are home education support groups in every district. The Florida Parent Educators Association (FPEA) is a statewide organization that provides comprehensive home education information in their online special edition newsletter, www.fpea.com. FPEA can be contacted at:

Florida Parent Educators Association (FPEA)
P. O. Box 50685
Jacksonville Beach, FL 32250-0685
1-877-ASK-FPEA
Website address: www.fpea.com
E-mail address: office@fpea.com

Parents with Internet access may also search online for various home education oriented organizations

9. **Q. If I hire a tutor to teach my child, who is responsible for the records?**

- A. If a private tutor is hired to provide instruction for the child, the parent is still responsible for maintaining the child's portfolio.

10. **Q. What is a portfolio?**

- A. Section 1002.41(1)(b) defines a portfolio as: "(1) A log of educational activities which is made contemporaneously (*at the same time*) with the instruction and which designates by title any reading materials used; (2) Samples of any writings, work sheets, workbooks, or creative materials used or developed by the student".

Included in the portfolio are:

1. Sequentially progressive lesson plans written during instruction;
2. A list of titles of reading materials, textbooks, and other materials used during instruction; and
3. Samples of each child's work.

The portfolio shall be preserved by the parent/guardian for two years and shall be made available for inspection by the district school superintendent, or the district school superintendent's agent, upon 15 days' written notice. Nothing in this section shall require the district school superintendent to inspect the portfolio.

11. **Q. Must all home education parents submit an annual evaluation?**

- A. Yes. By law, all parents who home educate must submit an annual evaluation within one year of the date the Notice of Intent to Home Educate was filed. (See Home Education Program Evaluation Checklist - Form 4)

12. **Q. What type of evaluation will meet the annual requirement?**

- A.** An annual evaluation must be submitted for each home education student. (See Home Education Program Evaluation - Form 4). The annual evaluation requirement must be met by submitting **one** of the following:
1. Portfolio evaluated by Florida certified teacher.
 2. Results of nationally normed achievement test taken by the student and administered by certified teacher.
 3. Results of a state student assessment test taken by the student.
 4. Student evaluation by an individual holding a valid active license in psychology.
 5. Superintendent/Parent Agreement for other valid measurements; e.g., PSAT, SAT, or ACT scores, grades earned through dual enrollment at community college, classes taken at public schools, accredited private or online schools.
13. **Q. Does my child have to take the FCAT or any other state assessments?**
- A.** No. Home school students **are not required** to take any type of state assessment tests. An annual evaluation is the only evaluation mandated by law. If you choose to have your child take the FCAT, please designate that option on your letter of intent and notify the Office of Home Education (927-9000, ext 32258) early in the academic year to be sure the student is accommodated. If your child intends to receive a diploma from a district high school, he/she MUST take and pass the FCAT in the 10th grade as well as meet other specific requirements.
14. **Q. What are the consequences if I do not submit an annual evaluation of my child to the school district?**
- A.** Section 1002.41(2) requires the parent to provide an annual evaluation for **each** child. Failure to do so places the home education program in noncompliance. The superintendent may, after notice to the parent, terminate the home education program and require the child to enroll in public school to meet the compulsory attendance law.
15. **Q. How is it determined if my child is promoted to the next grade?**
- A.** If the child remains in home education, it is the parent's decision. If the student re-enters public school, the student shall be placed academically as any other student who seeks to enter a public school. After classroom observation and assessment, placement may be adjusted.
16. **Q. What if my child was sent to an Alternative Education Program?**
- A.** Students who are assigned to an alternative education program or another school for disciplinary reasons **must** complete the program before returning

to their school of assignment unless Home School is negotiated as an option in a settlement agreement.

17. **Q. What should I do when it is my intention to no longer home educate?**
- A. Provide written notice of termination of the home education program to the superintendent within 30 days of the termination. (Notice of Termination of Home Education Program - Form 5) After terminating your program, you must re-enroll your child or children **immediately** in a public or private school if they are of compulsory school attendance age (6-16).
18. **Q. Does the School Board of Sarasota County provide services for Special Education students?**
- A. Yes. Special Education students participating in home education may enroll in Exceptional Student Education on a part-time basis. For additional information, you may call the Office of Exceptional Student Education at (941-927-9000, Ext.34226).
19. **Q. Can my child participate in interscholastic, extracurricular activities offered at public schools?**
- A. Yes. Home education students must be given the same opportunity as public school students. The law prohibits any requirement that would make participation less accessible for home education students.
20. **Q. How does the school district determine at which school my child may participate in interscholastic, extracurricular activities?**
- A. Home education students are required to participate at the public school for which they would be districted based on home residence.
21. **Q. If my child participates in interscholastic, extracurricular activities offered at public schools, must he/she comply with school entry and immunization requirements?**
- A. Yes. Home education students must meet the same entrance and immunization requirements as other students attending public school.
22. **Q. What if the interscholastic, extracurricular activity requires a class be taken in order to participate?**
- A. In accordance with Section 1006.15(4)(c), a home education student must enroll in class if that is a requirement for an extracurricular activity. For example, the school must allow a home education student to take a band class during the day if that class is required for participation in the school's marching band.
23. **Q. What is part-time enrollment with Sarasota County Schools? (high school only).**

- A. Students enrolled in Home Education have the opportunity to supplement their home education program in high school by enrolling part-time at their districted school or the Sarasota County Technical Institute. Enrollment options are based upon space-availability and permission of the school Principal. Parents should contact their local school for specific enrollment procedures. Students who are enrolled part-time are subject to all applicable rules and regulations pertaining to full-time students, including: dress code, attendance policy, and code of student conduct. To help ensure academic success, students are strongly encouraged to register prior to the start of the semester in which they will attend. The parent must provide transportation and supervision for their child to and from the school.

Part-time enrollment guidelines do not include magnet and school of choice schools.

24. **Q. What is Florida Virtual School?**

- A. The Florida Virtual School is the first statewide online high school in the nation to provide online courses to all students in affiliated school districts throughout Florida. Florida Virtual School is a no-campus high school that offers interactive courses based on the Sunshine State Standards. Instruction is available at any time and any place. You may learn more about Florida Virtual School by calling (407) 317- 3587 or by visiting the website at <http://flvs.net>.

25. **Q. How does my child register to take an Advanced Placement (AP) Test after completing a virtual school advance placement course?**

- A. Florida Virtual School will determine when a test is needed. Home education parents will need to contact the guidance counselor at their districted high school to schedule a test date. For more information on advanced placement, visit the AP Central website, www.apcentral.collegeboard.com.

26. **Q. Can my child participate in dual enrollment?**

- A. Home education students may participate in “dual enrollment” at a community college. For more information contact the Admissions Office at a community college.

27. **Q. How do I know if an educational program is regionally accredited?**

- A. Educational programs are **regionally accredited** if they are sanctioned by **one** of the following associations:
1. Middle States Association of Colleges and Schools
 2. New England Association of Colleges and Schools
 3. North Central Association of Colleges and Schools
 4. Northwest Association of Colleges and Schools
 5. Southern Association of Colleges and Schools
 6. Western Association of Colleges and Schools

28. **Q. What are examples of regionally accredited correspondence programs?**
- A. See Appendix C.
29. **Q. Are other accrediting agencies acceptable?**
- A. Some accrediting agencies are reputable and others are not. If your child intends to transfer credits from another institution back into the public school system, it is advisable to obtain credits from schools accredited by the agencies noted above.
30. **Q. Will the district award my child a diploma?**
- A. No. School districts are not authorized to award a diploma to a home education student.
32. **Q. How can a home education student obtain a diploma?**
- A. School districts, adult high schools, and community colleges are not authorized to provide regular high school diplomas to home school students who complete a high school course of study.
- A home education student can enroll in an accredited high school, take and pass the General Equivalency Diploma (GED) test at an education center and be awarded a GED diploma by the state of Florida, or utilize a curriculum provider (e.g., correspondence school) that offers a credential to the student. For GED information, call (941-924-1365).
33. **Q. How can a home education student graduate from their high school?**
- A. In order to receive a diploma from a district high school there are strict guidelines and timelines that must be followed in order to meet graduation requirements. Students officially registered as home school students who wish to graduate from their districted high school must do the following:
- a) Alert the Home Education Office of that intent prior to entering 10th grade so that appropriate guidance can be given related to mandatory testing and credit requirements.
 - b) Designate the 10th grade FCAT as one measure of annual evaluation in the home education evaluation plan.
 - c) Take the 10th grade FCAT and successfully meet current testing requirements in all areas specified by the state.
 - d) Enroll full time in the districted high school for the entire final or “senior” year.
 - e) Successfully complete all school graduation requirements (testing, credits, GPA).

Only Home Education students who have met all of the above requirements will be permitted to participate in graduation celebrations or activities and be eligible to receive a district high school diploma. Students who are unable to meet the FCAT requirements in the 10th grade must enroll full time in their districted school no later than the second semester of the 11th grade in order to meet all graduation requirements.

34. **Q. Do home education students have the same opportunity as public school students to enter the college of their choice?**

A. This depends on the student's qualifications and the admission requirements of the postsecondary institution.

35. **Q. Can home education students apply for a state scholarship?**

A. Yes. Information regarding all state of Florida administered awards can be found online at <http://www.Floridastudentfinancialaid.org>.

Bright Futures eligibility can be determined at the end of the first term of the senior year. You may obtain detailed information and download a Home Education Packet from the Bright Futures website at, <http://www.Floridastudentfinancialaid.org/SSFAD/bf>.

Students Completing a Home Education Program

All home-educated students must meet the general requirements for the **Florida Bright Futures Scholarship Program** except the requirement to earn a standard Florida high school diploma. In lieu of the diploma, all home-educated students must be registered with the district in which they reside for grades 11 and 12. To receive documentation of registration with Sarasota County School District, please contact the Home School office at 941-927-9000, Ext 32258.

For the **Florida Academic Scholars Award**, a home-educated student must provide official documentation of:

- Registration with the district for grades 11 and 12
- Either a 1270 SAT or a 28 ACT test score, and
- 75 hours of community service
 1. Community service must be served outside the home.
 2. A student cannot receive monetary compensation for community service.
 3. Documentation must be provided on letterhead of the business or organization served.

For the **Florida Medallion Scholars Award**, a home-educated student must provide official documentation of:

- Registration with the district for grades 11 and 12
- Either a 1070 SAT or a 23 ACT test score

Note: Students must complete a Florida Financial Aid Application (apply online at www.floridastudentfinancialaid.org or call toll free at 1-888-827-2004 for a hard copy).

All documentation must be sent to Florida Bright Futures Scholarship Program, 1940 North Monroe Street, Suite 70, Tallahassee, FL 32303-4759.

If you have further questions regarding the qualifications for a Bright Futures Scholarship, please call 1-888-827-2004.

36. **Q. Can a child who has been home educated enter/return to public school?**
- A.** Yes. A student seeking to enter or re-enter a Sarasota County public school from a home education program must meet all entrance requirements (state and district) that any other student must meet. The student shall be placed academically as any other student who seeks to enter a public school. Placement may be adjusted if warranted following classroom observations and assessment.
37. **Q. Will the School Board of Sarasota County accept my child's high school credits awarded by the Home Education Program?**
- A.** Credits will be awarded in accordance with State Board Rule **6A-1.09941 State Uniform Transfer of High School Credits**. Additional information can be found in the district's High School Student Progression Plan.

State Board Rule: 6A-1.09941

The purpose of this rule is to establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida's public schools. The procedures shall be as follows:

(1) Credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school's accreditation. If validation of the official transcript is deemed necessary, or if the student does not possess an official transcript or is a home education student, credits shall be validated through performance during the first grading period as outlined in subsection (2) of this rule.

(2) Validation of credits shall be based on performance in classes at the receiving school. A student transferring into a school shall be placed at the appropriate sequential course level and should have a minimum grade point average of 2.0 at the end of the first grading period. Students who do not meet this requirement shall have credits validated using the Alternative Validation Procedure, as outlined in subsection (3) of this rule.

(3) Alternative Validation Procedure. If validation based on performance as described above is not satisfactory, then any one of the following alternatives shall be used for validation purposes as determined by the teacher, principal, and parent:

- (a) Portfolio evaluation by the superintendent or designee;
- (b) Written recommendation by a Florida certified teacher selected by the parent and approved by the principal;
- (c) Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
- (d) Demonstrated proficiencies on nationally-normed standardized subject area assessments;
- (e) Demonstrated proficiencies on the FCAT; or
- (f) Written review of the criteria utilized for a given subject provided by the former school.

Students must be provided at least ninety (90) days from date of transfer to prepare for assessments outlined in paragraphs (3) (d) and (3) (e) of this rule if required.

The Florida Statute Relating to Home Education

Section 1003.01(13) Regular School Attendance

“Regular school attendance” means the actual attendance of a student during the school day as defined by law and rules of the State Board of Education. Regular attendance within the intent of Section 1003.21 may be achieved by attendance in:

- (1) A public school supported by public funds;
- (2) A parochial, religious, or denominational school;
- (3) A private school supported in whole or in part by tuition charges or by endowments or gifts;
- (4) A home education program that meets the requirements of Section 1002; or
- (5) A private tutoring program that meets the requirements of Section 1002.

Section 1002.41 Home Education Programs

- (1) A “home education program” is defined in s. 1002.01. The parent is not required to hold a valid regular Florida teaching certificate.
 - (a) The parent shall notify the district school superintendent of the county in which the parent resides of her or his intent to establish and maintain a home education program. The notice shall be in writing, signed by the parent, and shall include the names, addresses, and birthdates of all children who shall be enrolled as students in the home education program. The notice shall be filed in the district school superintendent’s office within 30 days of the establishment of the home education program. A written notice of termination of the home education program shall be filed in the district school superintendent’s office within 30 days after said termination.
 - (b) The parent shall maintain a portfolio of records and materials. The portfolio shall consist of the following:
 1. A log of educational activities that is made contemporaneously with the instruction and that designates by title any reading materials used.
 2. Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.

The portfolio shall be preserved by the parent for two years and shall be made available for inspection by the district school superintendent, or the district school superintendent’s agent, upon 15 days’ written notice. Nothing in this section shall require the district school superintendent to inspect the portfolio.
 - (c) The parent shall provide for an annual educational evaluation in which is documented the student’s demonstration of educational progress at a level commensurate with her or his ability. The parent shall select the method of evaluation and shall file a copy of the evaluation annually with the district

school superintendent's office in the county in which the student resides. The annual educational evaluation shall consist of one of the following:

1. A teacher selected by the parent shall evaluate the student's educational progress upon review of the portfolio and discussion with the student. Such teacher shall hold a valid regular Florida certificate to teach academic subjects at the elementary or secondary level;
 2. The student shall take any nationally normed student achievement test administered by a certified teacher;
 3. The student shall take a state student assessment test used by the school district and administered by a certified teacher, at a location and under testing conditions approved by the school district;
 4. The student shall be evaluated by an individual holding a valid, active license pursuant to the provisions of Section 490.003(7) or (8); or
 5. The student shall be evaluated with any other valid measurement tool as mutually agreed upon by the district school superintendent of the district in which the student resides and the student's parent.
- (1) The district school superintendent shall review and accept the results of the annual educational evaluation of the student in a home education program. If the student does not demonstrate educational progress at a level commensurate with her or his ability, the district school superintendent shall notify the parent, in writing, that such progress has not been achieved. The parent shall have one year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the one-year probationary period, the student shall be reevaluated as specified in paragraph (1) (c). Continuation in a home education program shall be contingent upon the student demonstrating educational progress commensurate with her or his ability at the end of the probationary period.
- (2) A home education program shall be excluded from meeting the requirements of a school day.

Section 1002.01 Home Education Program

- (1) A "home education program" means the sequentially progressive instruction of a student directed by his or her parent to satisfy the attendance requirements of Sections 1002.41, 1003.01(13), and 1003.21(1).

Section 1003.21 School Attendance

- (3) (1)(a) All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years...are required to attend school regularly during the entire school term.

Section 1003.26 Enforcement of School Attendance

(1)(f)1. If the parent of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program pursuant to Section 1002, the district school superintendent shall provide the parent a copy of Section 1002.41 and the accountability requirements of this paragraph. The district school superintendent shall also refer the parent to a home education review committee composed of the district contact for home education programs and at least two home educators selected by the parent from a district list of all home educators who have conducted a home education program for at least three years and who have indicated a willingness to serve on the committee. The home education review committee shall review the portfolio of the student as defined by Section 1002.41, every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with 1002.41(1) (b). The first portfolio review must occur within the first 30 calendar days of the establishment of the program. The provisions of subparagraph 2 do not apply once the committee determines the home education program is in compliance with Section 1002.41 (1) (b).

2. If the parent fails to provide a portfolio to the committee, the committee shall notify the district school superintendent. The district school superintendent shall then terminate the home education program and require the parent to enroll the child in an attendance option that meets the definition of "regular school attendance" under Section 1003.01(13) (a), (b), (c), or (e), within three days. Upon termination of a home education program pursuant to this subparagraph, the parent shall not be eligible to reenroll the child in a home education program for 180 calendar days. Failure of a parent to enroll the child in an attendance option as required by this subparagraph shall constitute noncompliance with the compulsory attendance requirements of Section 1003.21 and may result in criminal prosecution under Section 1003.27(2). Nothing contained herein shall restrict the ability of the district school superintendent, or the ability of his or her designee, to review the portfolio pursuant to Section 1002.41(1) (b).

EDUCATION PROGRAM NOTICE OF INTENT

SCHOOL BOARD OF SARASOTA COUNTY

Research, Assessment & Evaluation, School Improvement, Grants, School Choice and Charters
 Home Education Program
 1960 Landings Boulevard
 Sarasota, Florida 34231-3331
 (941) 927-9000 ext 32258 **Fax:** (941-927-4021)

In accordance with Section 1002.41(1), it is my/our intent to establish and maintain a Home Education Program.

Parent(s) Name(s): (please print or type)

_____ (Circle one) Mr. Mrs. Ms. Dr.
 First MI Last

_____ (Circle one) Mr. Mrs. Ms. Dr.
 First MI Last

* Street Address (number and street) City State Zip Code

Mailing Address (if different from street address) City State Zip Code

() ()

Work Phone Home Phone Email Address (for notices, updates, and events)

Ethnicity: (optional) Are you Hispanic/Latino? Yes No Language spoken at home: _____

Race: Check at least one. (Note: Hispanic/Latino is not a race)

White African American/Black American Indian/Native Alaskan Asian Native Hawaiian or Pacific Islander

(* optional information)

Student Name (First, MI, Last)	Birth Date	Sex	Last School Attended*	Special* Program e.g., ESE	Current* Grade

I am considering Virtual on-line classes for my child.

I want my child/children to participate in FCAT testing.

Parents' Signature and Date: _____ **Date of signature**

Return completed form to the School Board of Sarasota County at address above. To be completed by the School Board of Sarasota County

Re'd by SBSC: _____ Enrolled: _____ Database: _____ Scanned: _____ Rev 6/09

**HOME EDUCATION PROGRAM
DIRECTORY INFORMATION OPT-OUT FORM
SCHOOL BOARD OF SARASOTA COUNTY**

1960 Landings Boulevard
Sarasota, Florida 34231-3331
(941) 927-9000, Ext. 32258

Directory Information is defined as the following student (or adult student) information: name, address, telephone number (if it is a listed number), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

Directory Information may be released to any individual, agency, or organization without prior consent, unless a parent or eligible student has notified the School Board of Sarasota County in writing that they do not wish the information released. In addition, two (2) federal laws require the district to provide military recruiters, upon request, with three (3) directory information categories - names, addresses, and telephone listings, unless parents have advised the district that they do not want their student's information disclosed without their prior written consent.

If you do not want directory information released, you must complete this form and return with the Home Education Program Notice of Intent within thirty (30) days.

Directory Information Opt-Out Form

If you do not want the School Board of Sarasota County, Florida (SBSC) to disclose directory information from your child's records in accordance with federal law¹, please mark the appropriate statements below and return this form with the Notice of Intent within the next thirty (30) days.

Student's Name: _____ Birthdate: _____

Directory Information is defined as the following student information: name, address, telephone number (if it is a listed number), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and most recent previous educational agency or institution attended.

_____ **DO NOT DISCLOSE** my child's directory information without my prior permission.

_____ **DO NOT DISCLOSE** my child's name, address and telephone number to the entities checked below without my prior permission:

_____ U. S. Military (Army, Navy, Air Force, Marines, etc.)

_____ Colleges and other educational institutions

I understand that by completing and submitting this form, the School Board of Sarasota County will restrict the disclosure of this type of information from my child's educational records and that the district has no further obligation to contact me on a case-by-case basis to request my consent for the disclosure of directory information.

Parent/Guardian Name

Signature

Date

¹ The *Family Educational Rights and Privacy Act* (20 U.S.C. § 1232 g.), Section 9528 of the *Elementary and Secondary Education Act* (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. No. 107-110), and the *National Defense Authorization Act for Fiscal Year 2002*, (P.L. 107-107) U.S.C. 503, as amended by Section 544.

HOME EDUCATION DISTRICT SURVEY
SCHOOL BOARD OF SARASOTA COUNTY
Research, Assessment & Evaluation, School Improvement, Grants, School Choice and Charters
Home Education Program
1960 Landings Boulevard
Sarasota, Florida 34231
(941) 927-9000, Ext. 32258

OPTIONAL

Directions: Please share some of the reasons why you have decided to home educate your child.

REGIONALLY ACCREDITED CORRESPONDENCE PROGRAMS

AMDG – Education and Training for Life ***

200 Galleria Pkwy, Suite 2000
Atlanta, Georgia 30339
(877) 544-0310

ABeka Academy *

Box 18000
Pensacola, Florida 32523
(800) 874-3592

Allied National High School ***

22981 Alcade Drive
Laguna Hills, California 92653
(800) 986-4034

American School ***

2200 East 170th Street
Lansing, Illinois 60438
(800) 531-9268

Ashworth University High School ***

430 Technology Parkway
Norcross, Georgia 30092
(800) 223-4542

Blueprint Education **

1717 W. Northern Avenue, Suite 104
Phoenix, Arizona 85021
(800) 426-4952

Brigham Young University Independent Study **

206 HCEB P. O. Box 21514
Provo, Utah 84602
(800) 914-8931 or (800) 468-4634

Calvert School *

105 Tuscany Road
Baltimore, Maryland 21210
(888) 487-4652

Christa McAuliffe Academy *

402 East Yakima Avenue, Suite 1100
Yakima, Washington 98901
(866) 575-4989

Florida Virtual School **

445 West Amelia Street
Orlando, Florida 32801
(407) 317-3326

Griggs International Academy *

12501 Old Columbia Pike
Silver Spring, Maryland
(800) 782-4769

Indiana University High School ***

790 E. Kirkwood Avenue
Owen Hall 001
Bloomington, Indiana 47405
(800) 334-1011

Internet Home School *

3060 Hozoni Road
Prescott, Arizona 86305
(928) 708-9404

Laurel Springs School *

P. O. Box 1440
Ojai, California 93042
(800) 377-5890

Missouri High School Independent Study **

136 Clark Hall
Columbia, Missouri 65211
(800) 609-3727

North Dakota Center for Distance Education **

1510 12th Avenue N. P. O. Box 5036
Fargo, North Dakota 58105
(701) 231-6000

Oak Meadow School *

P. O. Box 1346
Brattleboro, Vermont
(802) 251-7250

Orange Lutheran High School Online ***

3201 East Elwood
Phoenix, Arizona 85034
(800) 520-3969

Penn Foster ***

P. O. Box 1900
Scranton, Pennsylvania 18501
(800) 275-4410

Seton Home Study School *

1350 Progress Drive
Front Royal, Virginia 22630
(540) 636-9990

Sycamore Academy *

2179 Meyer Place
Costa Mesa, California 92627
(714) 668-1343

University of Miami Online High School **

16614 Saddleclub Road
Weston, Florida 33327
(877) 871-8163

University of Nebraska-Lincoln ***

900 North 21st Street
Lincoln, Nebraska 68588
(866) 700-4747

Whitmore School (CompuHigh) ***

515 Wilson Avenue
Morgantown, West Virginia 26501
(866) 859-0777

* K-12

** 7-12

***9-12

Regional accreditation means that the school has been certified as acceptable by one of the six nationally recognized accrediting organizations in the country, each of which is responsible for a specific geographic area. A regionally accredited program will provide a transcript (or Diploma) that may be more readily recognized and accepted by other secondary schools as well as colleges and universities. Other forms of accreditation are available, and some correspondence schools choose not to seek accreditation. A program's inclusion in the following list is not necessarily meant to convey endorsement by the Sarasota County School Board.

NOTE: Parents and students should contact post-secondary institutions of interest to see if their home education curriculum is eligible for federal financial aid programs.

SCHOOL BOARD OF SARASOTA COUNTY

**Research, Assessment & Evaluation, School Improvement, Grants, School Choice and Charters
Home Education Program
Sample Portfolio Review**

Portfolio reviews may be performed at the discretion of the district or, mandatory, if the student has entered home education after non-attendance at a district school.

Your portfolio will be reviewed based upon the statutory requirements. It would include the following items judged Satisfactory (S) or Unsatisfactory (U).

Student name _____ Review Date _____

A. Upon examination, the List of Materials shared today was: ___S___U

Your portfolio List of Materials was missing the following items:

____1) List of titles, authors, and publishers of textbooks

____2) Reference materials (library materials, internet sites, etc)

____3) Other materials used (reading books, videos, etc)

B. Upon examination, the Log of Educational Activities was: ___S___U

Your portfolio log should be organized chronologically. It was missing:

____1) List of completed activities ____2) Dates with entries

____3) Chapters and page numbers ____4) Additional activities

C. Upon examination, the Samples of Student work was: ___S___U

Your portfolio Student Work Samples need these adjustments:

____1) Date all samples ____2) Include more samples

____3) Include more variety ____4) Other _____

Based upon the items noted above, the portfolio would be deemed acceptable or needing improvement. You may be provided additional resources in order to improve the portfolio. If improvement is needed, you would be scheduled for additional reviews. Consistent unsatisfactory portfolio reviews may result in termination of the home education program by the district.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
THE DEPARTMENT OF RESEARCH, ASSESSMENT & EVALUATION, SCHOOL IMPROVEMENT, GRANTS,
SCHOOL CHOICE & CHARTERS
1960 LANDINGS BOULEVARD
SARASOTA, FL 34231-3331

EVALUATION OF PUPIL PROGRESS IN HOME EDUCATION

20__ - 20__ SCHOOL YEAR

Instructions: Please Return to Superintendent's Designee,
Within 12 Months of the Registration Date of Your Child

DIRECTIONS: 1. PRINT or TYPE student and evaluator information.
2. Complete one section and provide evaluator's signature, if applicable.

3. Students whose evaluations are not received within one year of the registration date will be removed from home education.

Student's Name _____ DOB _____ Present Gr. Placement _____

Student's Current Address _____ Phone _____

Option 1: TEACHER EVALUATION

Teacher's Name _____

DOE Certificate No. _____ Date of Expiration _____

Areas of Certification _____ Phone _____

Mailing Address _____

I have reviewed this student's educational portfolio and have noted evidence that the student has demonstrated educational progress commensurate with her/his ability in each of the subjects taught in the Home Education program.

I certify that the statements above are true and correct on the basis of the information presented and that I hold a valid regular Florida certificate to teach academic subjects at the elementary or secondary level.

An optional written memorandum or evaluation is _____ is not _____ attached.

Signature Date

RET: MASTER PERM
DUPL.,OSA

023-04-RES-INS
EFF. 5/13/04

The School Board of Sarasota County complies with State Statutes on Veteran's Preference and Federal Statutes on non-discrimination on the basis of race, color, sex, religion, national origin, age, handicap, disabilities, marital status, or sexual orientation.

Option 2: STUDENT ACHIEVEMENT TEST

Name of Nationally Normed Test Used _____

Form _____ Level _____ Grade Level of Norms _____ Dates Administered _____

Attach test results (**in percentiles**) to this form.

Please attach a written explanation of any result at or below the 16th percentile.

Signature of Evaluator _____

Date _____

Option 3: STATE STUDENT ASSESSMENT TEST

By law, home education students may take the Florida Comprehensive Assessment Test (FCAT), including the norm-referenced achievement tests (Stanford). Please contact your child's "district" public school in January to make arrangements.

Name of School _____ Testing Date _____ FCAT _____ Stanford _____

Option 4: EVALUATION BY A LICENSED PSYCHOLOGIST

Psychologist Name _____

License No. _____ Date of Expiration _____ Phone _____

Mailing Address _____

Attach a copy of the psychological evaluation, which includes measures of the student's ability and educational achievement. Please attach a written explanation of any result at or below the 16th percentile.

Signature of Psychologist _____

Date _____

Option 5: SPECIAL ARRANGEMENTS

It may be acceptable to have a different evaluation for a child with special needs, SAT or ACT scores, grades earned through dual enrollment, or classes taken at public or private schools or online. If you have special arrangements, please call the home school supervisor (927-9000 ext. 32265) for approval of any alternate evaluation procedures **PRIOR** to their use.

SUPERINTENDENT'S RECOMMENDATIONS

FOR OFFICE USE ONLY

____ Evaluation is acceptable.

____ Evaluation is acceptable with attached modifications or additions.

____ Evaluation is **not** acceptable.

Supervisor of Student Assignment

Date