



**NORRISTOWN AREA  
SCHOOL DISTRICT**

**HOME EDUCATION PROGRAM  
PROCEDURES AND RESOURCES**

## **INTRODUCTION**

The Board of School Directors of the Norristown Area School District recognizes and accepts its responsibilities under Act 169 to make provisions for home education programs to those families who elect this method of instruction over traditional forms of public education. NASD Policy 137 specifies the authority, definitions, delegation of responsibility, and guidelines related to home education programs.

It is the Board's intention that the Superintendent and designees comply fully with the spirit of the Act and extend to interested families their full cooperation and assistance.

The following guidelines and procedures have been developed in order to expedite the home education process and to insure that the educational interests of the student are protected. As such, District staff are available to assist and work cooperatively with families who are interested in establishing and/or carrying out home education programs.

If you are reading this document online, please be aware that all of the blue hyperlinks are active links that will take you to websites outside of the Norristown Area School District's domain.

Additional information related to home education programs can be found on the Pennsylvania Department of Education website:

<http://www.education.pa.gov/K-12/>

then click the link for "Home Education and Private Tutoring"

Portions of this guidelines and procedures packet were taken directly from PDE's Home Education and Private Tutoring Guide, also available on their website.

## **BACKGROUND**

### **History of Homeschooling and Private Tutoring in Pennsylvania**

In 1988, the Pennsylvania General Assembly passed Act 169; this law amended the Pennsylvania School Code in a number of ways.

- [24 P.S.13-1327\(a\)](#) was modified to add private tutoring as an educational option for complying with compulsory attendance and defined a “properly qualified private tutor.”
- [24 P.S.13-1327\(d\)](#) was added to allow home education programs as an educational option for complying with compulsory attendance; it also required pre-approval of the program for special education students (with the exception of gifted students).
- [24 P.S.13-1327.1](#) was added to specify the home education program requirements and responsibilities of the parents and of the school district in the family’s school district of residence, as added in [24 P.S.13-1327\(d\)](#).

In 2005, Act 67 added a provision as [24 P.S.13-1327.1 \(f.1\)](#) to give homeschooled students the right to participate in extracurricular activities in their school district of residence.

[Act 196 of 2014](#) amended [24 P.S.13-1327.1](#) in regard to a number of provisions.

- “Department” was defined as the Department of Education of the Commonwealth.
- It added the provision of a high school diploma awarded by a supervisor or by an approved diploma-granting organization, subject to certain requirements.
- The school district’s responsibility and authority for reviewing the portfolio was removed.
- The processes for confirming or questioning whether an appropriate education was occurring were modified.
- A process was added for questioning any other issue of noncompliance of the home education program.
- It added the court of common pleas to the appeal process.
- It provided that a home education program could continue during the time of any appeal.
- It was clarified that this section of the law does not affect Federal or State law relating to special education for students with disabilities in home education programs.

## **EDUCATIONAL OPTIONS UNDER ACT 169:**

### **Private Tutoring ([24 P.S.13-1327\(a\)](#))**

Private tutors must be PA certified teachers and submit background checks to any school district for which they privately tutor students.

Certification:

- A private tutor is certified by the Commonwealth of Pennsylvania to teach in the public schools of Pennsylvania.
- A private tutor maintains an active status for Act 48 Continuing Professional Development.

Background Checks:

- The private tutor must file copy of the required criminal history record with the superintendent of the student's district of residence.
- The law is the same for a private tutor as it is for any other teacher. Three clearances are required.
  1. PA State Police (PSP) Request for Criminal Records Check (Act 34 of 1985 and Act 114 of 2006)
  2. Department of Human Services Child Abuse History Clearance (Act 151 of 1994)
  3. Federal Criminal History Record Information (CHRI) (Act 24 of 2011)

### **Home Education Programs ([24 P.S.13-1327.1](#))**

Home education programs (also known as homeschooling) are programs where the education of the student is directed by the parent or guardian or such person having legal custody of the child or children.

Restrictions include:

- The supervisor of the home education program must have a high school diploma or its equivalent.
- All adults living in the home and persons having legal custody of a child or children must not have been convicted of the criminal offenses itemized in 24 P.S. 1-111 (e) within five years immediately preceding the date of the affidavit.

## ***Beginning the Home Education Program: the Affidavit***

A home education program is commenced by the submission of a notarized affidavit to the superintendent's office, in the student's district of residence, by the home education supervisor (parent, guardian or person having legal custody of the child).

The affidavit covers the school year (July 1 – June 30) and must be submitted to the superintendent's office no later than August 1 of each school year a child is homeschooled. The exception is the first year a student is homeschooled; that year the home education program may begin at any time, as soon as an affidavit and supporting documentation is submitted.

### ***The Affidavit and its Attachments***

The notarized affidavit has certain requirements that generally are submitted as separate attachments. Please be aware there are additional requirements for students with an IEP.

### ***Obtaining an Affidavit***

For your convenience, the school district has provided an affidavit for your use later in this packet.

Sample affidavit forms for your use are available on the [Home Education and Private Tutoring](#) homepage and contain all and only the requirements of the law.

The home education supervisor is to sign the notarized affidavit and submit it to "the superintendent of the school, district of residence;" as such, the supervisor should be prepared to verify that they are residents of that district.

### ***The Affidavit***

The components of the affidavit are stipulated in [24 P.S. § 13-1327.1\(b\)\(1\)](#), including:

- the name of the supervisor of the home education program,
- the name and age of the student,
- the address and telephone number of the home education program site,
- a statement that the mandatory subjects will be taught in the English language,
- an outline of proposed education objectives by subject area,
- evidence that the child has been immunized in accordance with [section 1303\(a\)](#),
- evidence that the child has received the health and medical services required for students of the child's age or grade level in [Article XIV](#),
- assurance that the home education program will comply with the law, and
- a certification that the supervisor, all adults living in the home and persons having legal custody of the student have not been convicted of the criminal offenses enumerated in [subsection \(e\) of section 111](#) within five years immediately preceding the date of the affidavit.

### ***Immunization and Health/Medical Records***

The law requires that homeschooled students comply with both [24 P.S. § 13-1303\(a\)](#) and [Article XIV School Health Services](#). The requirement for evidence of immunization and health records for homeschooled students may be satisfied in one of three ways:

- submit the actual records,
- submit a letter from the doctor stating that the legal requirements have been fulfilled or there exists a medical condition that prevents immunization, or
- submit a letter stating that you have a religious objection to either immunization and/or medical examinations ([24 P.S. § 14-1419](#), [24 P.S. § 13-1303](#)).

Districts are required to ascertain that every child has been immunized and health records are current ([24 P.S. § 13-1303\(a\)](#); [24 P.S. § 14-1402\(b\)](#)). See also the [School Health State Law and Regulations](#) webpage.

[Immunization requirements](#) can be found on the Department of Health's website.

Medical record regulations are defined in [28 Pa. Code Chapter 23 \(23.1 – 23.11\)](#).

### ***Additional Requirement for Special Education Students***

For any child identified by the provisions of the Education of the Handicapped Act as needing special education services (excluding those identified as gifted and/or talented), the program must address the specific needs of the exceptional student and be approved by a teacher with a valid certificate from the Commonwealth to teach special education or a licensed clinical or certified school psychologist. This written notification of approval must be submitted with the notarized affidavit ([24 P.S. § 13-1327\(d\)](#)).

### ***Outline of Proposed Education Objectives by Subject Area***

The outline is like a "game plan" for the coming school year and may be similar to a table of contents. It cannot be used in determining whether an appropriate education has taken place ([24 P.S. § 13-1327.1\(b\)\(1\)](#)). This is an individualized home education program and is not required to follow the same curriculum order as the school district.

*The outline for Elementary level students (grades K-6) must include:*

- English, including spelling, reading and writing;
- arithmetic;
- geography;
- the history of the United States and Pennsylvania;
- science;
- civics, including loyalty to the State and National government;
- safety education, including regular and continuous instruction in the dangers and prevention of fires;
- health, including physical education and physiology;
- music;
- and art.

Either 180 days or 900 hours of instruction are required.

*The outline for Secondary school level students (grades 7-12) must include:*

- art;
- English;
- health;
- mathematics;
- music;
- physical education;
- science;
- and social studies, including civics, world history, United States and Pennsylvania history.

Either 180 days or 990 hours of instruction are required.

*The home education program for Secondary school level students (grades 7-12) may include, at the discretion of the supervisor:*

- economics,
- biology,
- chemistry,
- foreign languages,
- trigonometry or other age appropriate planned instruction as contained in Chapter 4 of the regulations (relating to academic standards and assessment).

## ***Documenting the Home Education Program: the Portfolio***

During the school year, the supervisor maintains a portfolio of records and materials, demonstrating that an appropriate education is occurring.

A portfolio documents that the compulsory attendance laws have been observed and that the student has made sustained progress in the overall home education program ([24 P.S. § 13-1327.1\(a\),\(c\),\(e\)](#)).

Portfolios are required of all homeschooled students covering the period of time when they are of compulsory school age, which is until they attain the age of 17 or have graduated ([24 P.S. § 13-1326](#)). In order for a student to receive a home education high school diploma that is recognized by the state, an affidavit and evaluation must be submitted to the superintendent of schools in the student's graduating year.

### ***Minimum Portfolio Requirements***

- Samples of any writings, worksheets, workbooks or creative materials used or developed by the student;
- A log, made contemporaneously with the instruction, which designates by title the reading materials used.

The log must demonstrate that the home education program provided a minimum of either (1) one hundred eighty (180) days of instruction or (2) of nine hundred (900) hours of instruction per year at the elementary level (grades kindergarten to 6), or nine hundred ninety (990) hours per year at the secondary level (grades 7-12). See [24 P.S. § 13-1327.1\(c\)](#). If the choice is to document days, the portfolio does not need to specify the number of hours each day.

The Pennsylvania School Code states that the portfolio for home education students in grades 3, 5 and 8 must include the results of the statewide tests for reading/language arts and mathematics or nationally normed standardized achievements tests. If the supervisor of the home education program requests that the student(s) take the PSSA, the school district must allow the student to take the test at the school building the home education student normally would attend or other accommodations agreed to by the school district and the parent. The Department has approved the following nationally normed standardized tests for use by home education programs if they choose not to take the statewide test:

1. California Achievement Test
2. Comprehensive Testing Program (CTPIV)
3. Iowa Test of Basic Skills
4. Metropolitan Achievement Test
5. Peabody Achievement Individual Test – Revised Version
6. Stanford Achievement Test
7. Terra Nova
8. Woodcock-Johnson Revised Tests of Achievement III
9. Woodcock-Johnson IV
10. Wechsler Individual Achievement Test III (WIAT-III)

### ***Example Format of the Portfolio***

Parents sometimes ask what the portfolio should look like. One simple suggestion for maintaining the portfolio is to use a big three-ring binder, inserting dividers for (1) the log, (2) the results of the standardized test (for grades three, five and eight), (3) the evaluation, and (4) sample work products for all subjects taught. There are many other options.

### ***Students above Age 17***

Compulsory attendance laws require students to attend school until they are 17 years old or have graduated; therefore, a portfolio must be submitted to provide evidence of compliance with compulsory attendance laws up to age 17. If a student ceases to homeschool after they turn 17, the portfolio still must be submitted for the period before the seventeenth birthday.

Sometimes supervisors of home education programs question whether they need to continue to document their child's work once the child has turned 17, or whether it is acceptable simply to submit the portfolio covering the work up to that age.

It is permissible to document only the work completed up to the seventeenth birthday, but there are diploma and Pennsylvania Higher Education Assistance Agency (PHEAA) considerations. A student cannot obtain a state-recognized diploma from the home education supervisor or an approved diploma-granting organization unless they provide the affidavits and evaluations to the school district until the graduation requirements completed.

However, the student still can complete the GED tests and receive a Commonwealth Secondary School diploma. PHEAA will accept these.

## ***Closing Out a Home Education Program: the Evaluation***

The portfolio evaluation certifies whether an appropriate education occurred. An appropriate education is defined as “a program consisting of instruction in the required subjects for the time required in this act and in which the student demonstrates sustained progress in the overall program.”

The evaluation must include and indicate the following:

- *What*: A written evaluation by a qualified evaluator must be submitted for each student.
- *Who*: The evaluation must be submitted by the home education supervisor to the superintendent of the school district of residence.
- *When*: The evaluation must be submitted by June 30 of each year.
- *Basis*: The evaluation must consist of a portfolio review and interview with the student.
- *Contents*: The evaluation must certify whether an appropriate education is occurring for that student.

### ***Scheduling an evaluation***

Identify an evaluator very early in the school year and schedule an appointment with that person for the evaluation to ensure that the evaluation is not late in being submitted to the superintendent. It is the responsibility of the parent to pay for any charge by an evaluator for this service.

### ***Finding an evaluator***

The Department does not keep a list of evaluators. One may be found by such means as asking other homeschooling friends or acquaintances, searching the Internet for “PA homeschool evaluators,” or asking the school district for a recommendation. A number of homeschool organizations also list evaluators. It may be more convenient to select an evaluator in your area, but it is not necessary.

### ***Diploma considerations in selecting an evaluator***

Act 196 of 2014, which established state-recognized diplomas issued to homeschooled students by their home education supervisor, requires the diploma to be co-signed by the twelfth grade evaluator ([24 P.S. § 13-1327.1\(d.1\)\(1\)\(i\)](#)).

Considering this, a parent may want to establish that the individual they select to evaluate the portfolio in the twelfth grade is willing to co-sign the diploma. If the evaluator is not willing to do so but their evaluation is submitted to the superintendent, a state-recognized diploma issued by the supervisor is no longer possible; the only individual that may co-sign the diploma is the student's twelfth grade evaluator.

**The school district will not award a diploma or otherwise acknowledge the completion of a home education program student’s education.**

### ***Graduation Requirements***

The following minimum courses in grades nine through twelve are established as a requirement for graduation in a home education program.

- Four years of English
- Three years of mathematics
- Three years of science
- Three years of social studies
- Two years of arts and humanities

### ***Contents of the evaluation***

The law requires only that the evaluation certify whether an appropriate education is occurring.

Prior to Act 196 of 2014, school districts kept a record of completed homeschool courses. Since the portfolio no longer is submitted to the school district, the school district does not track the mandatory courses that have been completed by the student toward graduation.

Additionally, since the twelfth grade evaluator must co-sign the diploma, evaluators may expect documentation that substantiates the courses that were completed during grades 9-11 if they were not the evaluators for those years. Therefore, a parent may want to ask each year's evaluator to sign a detailed list of the courses evaluated for that year. This list can be provided to the twelfth grade evaluator to confirm completion of the mandatory courses, not personally reviewed by the evaluator, in order to sign the diploma.

This detailed evaluation also may be useful in instances where a student enrolls in a public or private school and evidence of previously completed courses is required.

If desired, a separate evaluation may be completed for submission to the superintendent that simply states whether an appropriate education has occurred. If the evaluation states that the student has completed the graduation requirements for a home education program, the school district can make a notation in the student's record so that if the evaluator-signed diploma is lost, a secondary confirmation is available.

### ***Submission of Evaluations to the School District***

Evaluations are due to the superintendent's office by **June 30** of each school year stating whether an appropriate education has occurred for each student ([24 P.S. § 13-1327.1 \(h.1\)](#)).

If the evaluation is missing, the superintendent must send a certified letter, return receipt requested, to the supervisor of the home education program stating that the certification is past due and notify the supervisor that they must submit the certification within 10 days of receipt of the letter. If the certification is not submitted within that time, the school directors provide for a proper hearing.

## **Proper Hearings**

### **Challenges to an appropriate education**

There are instances in which a school district may convene a proper hearing regarding whether an appropriate education has occurred. These may include such things as an end-of-year or mid-year evaluation that has not been submitted after a 30-day notice by certified letter from the superintendent to the supervisor of the program.

The hearing may result in a remedial program or the loss of the right to homeschool for 12 months for that student.

### **When a hearing is appropriate**

#### 1. End-of-year evaluation

If the supervisor fails to submit the evaluation by June 30, the superintendent shall send a letter by certified mail, return receipt requested, to the supervisor of the home education program, stating that the certification is past due and notifying the supervisor to submit the certification within ten (10) days of receipt of the certified letter. If the certification is not submitted within that time, the board of school directors shall provide for a proper hearing ([24 P.S. § 13-1327.1\(h.1\)](#)).

#### 2. Mid-year evaluation

If the superintendent has a reasonable belief, at *any* time during the school year, that appropriate education may not be occurring in the home education program, he may submit a letter to the supervisor by certified mail, return receipt requested, requiring that an evaluation be conducted and including the basis for the reasonable belief. The evaluator's certification stating that an appropriate education is occurring for the school year under review must be submitted to the district by the supervisor within thirty (30) days of the receipt of the certified letter. If the certification is not submitted to the superintendent within thirty (30) days of receipt of the certified letter, the board of school directors shall provide for a proper hearing in accordance with subsection (k). See [24 P.S. § 13-1327.1\(i.1\)](#).

A mid-year evaluation may provide timely feedback for correction to the home education program, if any deficiencies are discovered. The outcome of the hearing may be the establishment of a remedial education plan.

#### 3. Non-compliance for any other provision

If the superintendent has a reasonable belief that the home education program is out of compliance with any other provisions of this section, the superintendent shall submit a letter to the supervisor by certified mail, return receipt requested, requiring a certification to be submitted within thirty (30) days indicating that the program is in compliance. The certified letter shall include the basis for the superintendent's reasonable belief. If the certification is not submitted within thirty (30) days of receipt of the certified letter, the board of school directors shall provide for a proper hearing in accordance with subsection (k). See [24 P.S. § 13-1327.1\(j.1\)](#).

The certified letter is sent to the supervisor of the home education program, return receipt requested, to the address listed on the affidavit. If the letter is returned to the school district, not having been accepted by the supervisor, the hearing is scheduled and proceeds with or without the supervisor's presence.

Any hearing as a result of subsections (h.1), (i.1) or (j.1) must be scheduled within 30 days and the examiner must render a decision with 15 days of the hearing. Beginning and completing the process in a timely fashion enables resolution before the next school year begins.

### ***The hearing examiner***

The Hearing Examiner may not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program ([24 P.S. § 13-1327.1\(a\)](#)).

Since the hearing examiner must be impartial and must know how to conduct a proper hearing, one possibility may be to contact the county bar association for the names of attorneys who may be interested in serving as a hearing examiner ([24 P.S. § 13-1327.1 \(k\)](#)).

Documentation required by this section to be submitted to the hearing examiner must be returned the supervisor of the home education program upon completion of the hearing examiner's review. The hearing examiner may photocopy all or portions of the documentation for his files ([24 P.S. § 13-1327.1\(g\)](#)).

### ***Outcomes of a hearing***

While the outcome of a hearing may be that the student may not be homeschooled for the next 12 months from the date of the determination of the hearing, another option is the establishment of a remedial education plan, mutually agreed to by the superintendent and supervisor of the home education program ([24 P.S. § 13-1327.1\(k\),\(l\),\(m\)](#)).

The remedial plan may be particularly useful in a mid-year evaluation when corrections to the program may help the home education program to complete the year successfully. A remedial plan might include periodic evaluations during the school year so that the supervisor may receive timely guidance for their home education program.

A hearing for a home education program is specific to a student, not to all students in a family, and the results of the hearing are specific to the student whose education is challenged.

### ***Appealing the hearing outcome***

The decision of a hearing examiner may be appealed by either the supervisor of the home education program or the superintendent to the Secretary of Education, Commonwealth Court or court of common pleas. The home education program may continue during the time of any appeal ([24 P.S. § 13-1327.1 \(k\),\(l\)](#)).

## **Resources**

There are sources for obtaining curriculum and support for a home education program.

### **Resource suggestions:**

- Public or private libraries
- Curriculum that may be purchased from many diverse sources
- Private cyber schools or other online courses (an enormous selection)
- Correspondence courses
- Umbrella schools (see the accompanying explanation)
- Homeschool cooperatives (Co-Ops)
- MOOCs (Massive Open Online Courses)
- Dual enrollment in classes at the public school district (at the discretion of the district)
- Enrollment in universities or other higher educational choices
- Selective classes at a private school (cannot be dually enrolled)
- Individuals who specialize in particular subjects
- Relatives
- Self-developed materials
- Internet materials

### **School district resources and loan of materials**

A parent may request to take advantage the planned courses, textbooks and other curriculum materials appropriate to the student's age and grade level used by the school district.

Per NASD Policy 137, NASD may loan copies of planned courses, textbooks, and other non-consumable curricular materials that are appropriate to the student's age and grade level to the home supervisor of a home education program upon written request. The loan of materials will be based on the availability of materials, with consideration given to the total number of individual materials the district owns and possesses compared to current and projected student enrollment.

## ***Exceptional Students***

According to [24 P.S. § 13-1327\(d\)](#), a homeschooled that child is identified by the provisions of the *Education of the Handicapped Act* as needing special education services (excluding those identified as gifted and/or talented), has additional requirements for their program.

### ***The Affidavit***

When the affidavit is submitted for an exceptional student, it must be accompanied by a written notification of approval that the specific support needs of the exceptional student are addressed by the program. See [24 P.S. § 13-1327\(d\)](#).

The parent has a choice of who will assure that the educational program addresses the needs of their child, and may be any of the following:

- A teacher with a valid certificate from the Commonwealth to teach special education
- A licensed clinical psychologist
- A certified school psychologist

The law does not stipulate that the certification must be active, but only that it exists.

The supervisor of the home education program has the right to choose anyone to provide the approval letter that must accompany the affidavit, as long as that individual meets the vocational criteria.

### ***School district support***

If you believe your child is disabled and in need of special education services, but has not been evaluated, the school district in which you reside is required to evaluate the child, without charge, when you make such a request in writing. The district must explain the results of the evaluation to you.

If you desire special education support services, the provision of services must be agreed to by both the supervisor and the school district or intermediate unit. All services shall be provided in the public schools or in a private school licensed to provide such programs and services; these services will not be provided in your home ([24 P.S. § 13-1327\(d\)](#)).

School districts and intermediate units are not required to provide support, but may at their discretion.

### ***Terminating an IEP***

If a parent terminates the Individualized Education Program (IEP) of their homeschooled child, the requirement for pre-approval of the educational plan no longer applies and the school district will not provide services.

An IEP is terminated by the parent submitting a written statement revoking consent. If this is requested, the child no longer will be identified as a child with a disability under the IDEA and opting out of the designation closes the door to other

state and federal assistance programs. If the school district is providing support for this child, they must issue a Notice of Recommended Educational Placement / Prior Written Notice ([NOREP/PWN](#)) to the parents.

***Parents do not need special skills***

A parent has no legal requirement for any particular skill or certification to homeschool a child with special needs. The only limitation is that their affidavit must address the specific needs of the child and be approved ([24 P.S. § 13-1327\(d\)](#)).

## ***Letters of Transfer***

When a homeschool family moves from one school district to another in PA, an official letter of transfer is required ([24 P.S. § 13-1327.1\(b\)\(2\),\(b\)\(3\)](#)). This letter substantiates that the current home education program is in compliance with the home education law.

### ***Programs in compliance with the law***

As a result of [Act 196 of 2014](#), school districts no longer collect the portfolio, but only the affidavit and evaluation. If a notarized affidavit was submitted, as required by law, and the last required evaluation affirmed that the student had an "appropriate education," then the school district would issue the letter of transfer unless a complaint has been filed against the home education program ([24 P.S. § 13-1327.1\(j.1\)](#)).

### ***Issuing the Letter of Transfer***

The supervisor of the home education program must apply, by registered mail, thirty (30) days prior to the relocation, to the current superintendent of residence, requesting a letter of transfer for the home education program to the district to which the home education program is relocating.

The current superintendent of residence must issue the letter of transfer thirty (30) days after receipt of the registered mail request of the home education program supervisor. The law does not stipulate what the letter must contain, but it must indicate the home education program is in compliance with the law.

The letter of transfer must be filed by the supervisor of the home education program with the superintendent of the new district of residence.

### ***Programs not in compliance***

If the home education program is not in compliance with the provisions of this section, the superintendent of the current district of residence must inform the home education supervisor and the superintendent of the district to which the home education program is relocating the status of the home education program and the reason for the denial of the letter of transfer.

If the home education program is in hearing procedures, as contained in this section, the superintendent of the current district of residence must inform the home education supervisor, the assigned hearing examiner and the superintendent of the district to which the home education program is relocating, the status of the home education program and the reason for the denial of the letter of transfer.

In the case of pending proceedings, the new district of residence superintendent shall continue the home education program until the appeal process is finalized.

## ***Extracurricular Activities***

Students attending home education programs (including private tutoring) are not enrolled in the Norristown Area School District. Therefore, those students are not eligible to participate in school district courses, programs, co-curricular activities, or privileges afforded to district enrolled students.

Students attending home education programs are permitted to participate in extracurricular activities offered by the district. Such activities include, but are not limited to, clubs, sports, musical ensembles, and theatrical productions.

Participating home education program students must meet equivalent tryout and participation criteria and eligibility requirements as students enrolled in the district.

## ***District Forms***

1. Annual Checklist
2. Loan of Curricular Materials Request Form
3. Affidavit



# NORRISTOWN AREA SCHOOL DISTRICT

## Home Education Program Annual Checklist

<b>School Year:</b>	
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<b>Student Name:</b>	
<b>Age:</b>	
<b>Grade:</b>	

<u>Date Received:</u>	<u>Item Required:</u>
	Home Education Program Affidavit
	Outline of educational objectives by subject area
	Immunization records or waiver letter
	Report of medical examination (circle one if it applies) 1. Initial entry into school 2. 6 <sup>th</sup> grade 3. 11 <sup>th</sup> grade 4. Does not apply to student
	Report of dental examination (circle one if it applies) 1. Initial entry into school 2. 3 <sup>rd</sup> Grade 3. 7 <sup>th</sup> Grade 4. Does not apply to student
	Evidence of comprehensive health record
	Evaluation



# NORRISTOWN AREA SCHOOL DISTRICT

## Home Education Program Loan of Curricular Materials Request Form

Per NASD Policy 137, NASD may loan copies of planned courses, textbooks, and other non-consumable curricular materials that are appropriate to the student’s age and grade level to the home supervisor of a home education program upon written request. The loan of materials will be based on the availability of materials, with consideration given to the total number of individual materials compared to current and projected student enrollment.

Student’s Name:	
Student’s Age:	
Student’s Grade Level:	
Parent/Guardian’s Name:	
Address:	
Telephone Number:	
Supervisor’s Name:	
Please list materials requested:	

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by School District:	
Request Approved:	YES      NO
Authorizing Signature:	



# NORRISTOWN AREA SCHOOL DISTRICT

## Home Education Program

### AFFIDAVIT OF THE SUPERVISOR OF A HOME EDUCATION PROGRAM

To the Superintendent of the Norristown Area School District:

My name is \_\_\_\_\_ and I am the parent, guardian or legal custodian of \_\_\_\_\_ (child's or children's name(s)).

I am the supervisor of the home education program and am responsible for the provision of instruction in the home education program.

I have earned a high school diploma or its equivalent.

My child's date of birth is \_\_\_\_\_ and his/her age is \_\_\_\_\_.

The program will be conducted at: \_\_\_\_\_  
\_\_\_\_\_ (address)

The phone number at this site is: \_\_\_\_\_ (phone number)

1. I attest that the home education program will be in compliance with Section 13-1327.1 of Pennsylvania Statutes Annotated.
2. I attest that the subjects listed in paragraph three and four below will be offered in the English language for a minimum of 180 days of instruction or a minimum of 990 hours for secondary level and 900 hours for elementary level.
3. I attest that the following courses shall be taught at the **Elementary School level:** English, to include spelling, reading, and writing, arithmetic, science, geography, history of the United States and Pennsylvania, civics, safety education, including regular and continuous instruction in the dangers and prevention of fires; health and physiology; physical education; and art.
4. I attest that the following courses shall be taught at the **Secondary School level:** English, to include language, literature, speech and composition; science; geography; social studies, to include civics, world history, history of the United States and Pennsylvania; mathematics to include general mathematics, algebra, and geometry; art; music, physical education; health; and safety education, including regular and continuous instruction in the dangers and prevention of fires. Other courses may be included at the discretion of the supervisor.
5. I attest that the education objectives in the home education program are by subject area as attached to this affidavit. **(attach objectives)**
6. I attest that \_\_\_\_\_ has been immunized against the  
(student's name)

following diseases and I have attached evidence there of or said student has a medical or religious exemption pursuant to section 1303 (c) and (d) of Pennsylvania Statutes Annotated.

Diphtheria	Tetanus	Poliomyelitis
Measles (Rubella)	German Measles (Rubella)	Mumps
Hepatitis B		

Article XIV requires that every child of school age be given by methods established by the State's Advisory Health Board, an annual vision test, a hearing test, a measurement of height and weight, tests for tuberculosis under medical supervision and other tests required by the advisory Health Board. Children, upon entry into school and in the 6<sup>th</sup> and 11<sup>th</sup> grades must have a medical examination and comprehensive appraisal of health by a physician. Children upon entry into school and in the 3<sup>rd</sup> and 7<sup>th</sup> grades must have a dental examination by a dentist. A comprehensive health record shall be maintained for each child.

7. Attest that no adult living in the home, including the undersigned supervisor, or any person having legal custody of \_\_\_\_\_ has been  
(student name (s))  
convicted within five years of today's date of any of the following offenses under Section III of the Pennsylvania Consolidated Statutes.

Chapter 25 (relating to criminal homicide).  
Section 2702 (relating to aggravated assault).  
Section 2901 (relating to kidnapping).  
Section 2902 (relating to unlawful restraint).  
Section 3121 (relating to rape)  
Section 3122 (relating to statutory sexual assault).  
Section 3123 (relating to involuntary deviate sexual intercourse).  
Section 3124.1 (relating to sexual assault).  
Section 3125 (relating to aggravated indecent assault).  
Section 3126 (relating to indecent assault)  
Section 3127 (relating to indecent exposure).  
Section 4302 (relating to incest).  
Section 4303 (relating to concealing death of a child)  
Section 4304 (relating to endangering the welfare of children).  
Section 4305 (relating to dealing in infant children).  
A felony offense under Section 5902 (b) (related to prostitution and related offenses).  
Section 5903 © or (d) (relating to obscene and other sexual materials and performances).  
Section 6301 (relating to corruption of minors).  
Section 6312 (relating to sexual abuse of children).  
An offense designated as a felony under the act of April 14, 1972 (P.L.233, No.63) known as "the Controlled Substance, Drug, Device and Cosmetic Act".  
An out-of-state or Federal offense similar in nature to those crimes listed above.

Signed and Notarized

\_\_\_\_\_  
Supervisor's Signature

Attachments:

Education objectives by subject matter  
Evidence of immunization  
Evidence of health and medical services