

# Baltimore County Public Schools Home Schooling Notification Form

Page 1 of 2

*This form is used by Baltimore County Public Schools in accordance with the Code of Maryland Regulations that governs home instruction. A parent or guardian choosing to teach a child at home shall complete and submit this form at least 15 days before beginning a home instruction program. After the form is processed, a letter of confirmation will be sent to the parent. If the student is enrolled in Baltimore County Public Schools, this office will notify the school of the parent's/guardian's intent to provide home instruction for this student.*

*Upon completion, the parent or guardian may submit this form using e-mail or the United States Postal Service.*

**E-mail:** [homeschooling@bcps.org](mailto:homeschooling@bcps.org)

**USPS:** Baltimore County Public Schools  
Office of Educational Options  
Home Schooling Program  
105 West Chesapeake Avenue, Lower Level  
Towson, MD 21204  
Attention: Kimberly O'Connor

## **PART A: General Information**

**Student's Name:** Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

**Date of Birth:** Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_ **Grade for Current School Year:** \_\_\_\_\_

*Notification forms are accepted for students who are 5 on or before September 1<sup>st</sup> and have not yet reached their 18<sup>th</sup> birthday.*

**Gender:**  Male  Female **Most Recent School of Enrollment (Optional):** \_\_\_\_\_

**Student's Race (Optional):**  American Indian/Alaskan Native  Asian  Black/African American  
 Native Hawaiian/Pacific Islander  White

**Name of Parent/Guardian:** Last \_\_\_\_\_ First \_\_\_\_\_

**Home Address:** Full Street Address (with Unit #) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Optional Methods of Contact:** *Please note that e-mail is the primary form of communication from this office.*

**E-mail:** \_\_\_\_\_ **Primary Phone Number:** \_\_\_\_\_

## **PART B: Parent/Guardian Understands Maryland Regulations for Home Instruction**

I hereby CERTIFY that I have read and understand the requirements in COMAR 13A.10.01.01-.05, attached hereto.

### **Voluntary Participation in Standardized Testing Program**

*The Maryland State Department of Education makes standardized assessments that are administered in public schools available to homeschooled students (typically in grades 3 to 8 and grade 10). Participation in assessments is voluntary. Parents/guardians may change decisions about testing participation at any time. Details about state assessments are available in the Home Schooling section of the BCPS website ([www.bcps.org](http://www.bcps.org)) and can be provided upon request.*

**Check one box:**  I would like my child to participate. OR  I would not like my child to participate.

# Home Instruction Notification Form

Page 2 of 2

Name of Student: \_\_\_\_\_

## **PART C: Required Supervision of Home Instruction Program**

*Parents/Guardians must choose between attending portfolio reviews with Baltimore County Public Schools (Option A) or being supervised by a church organization or nonpublic school that is registered with the Maryland State Department of Education. Parents/guardians may change decisions about supervision by notifying this office.*

**Parents selecting OPTION A (Portfolio Reviews by Baltimore County Public Schools)** will maintain a portfolio of materials which demonstrates that regular, thorough instruction is being provided according to COMAR 13A.10.01.01C, .01D, and .01E. The portfolio will be reviewed by the local school system's personnel at least twice during the year at a mutually agreeable time and place. In Baltimore County, portfolio reviewers meet with parents/guardians at libraries throughout the county during the 2nd and 4th quarters of the school year to conduct portfolio reviews.

**OPTION A** - I hereby AGREE that I will comply with state regulation COMAR 13A.10.01.01C, .01D, and .01E.

**OR**

**Parents selecting OPTION B (Supervision by state approved entity/umbrella)** will provide a home instruction program under the supervision of a school or institution offering an educational program operated by a bona fide church organization according to COMAR 13A.10.01.05A (1), or under the supervision of a non-public school with a certificate of approval from the State Board of Education according to COMAR 13A.10.01.05A (2). The local school system (Baltimore County Public Schools) will verify this information. Please note that the local school system will not conduct portfolio reviews for parents providing a home instruction program under COMAR 13A.10.01.05A (1) or (2).

**Option B** - I hereby CERTIFY that I will provide a home instruction program under the supervision of a non-public school with a certificate of approval from the State Board of Education, or under the supervision of a school or institution offering an educational program operated by a bona fide church organization under COMAR 13A. 10.01.05.

Name of Approved Organization/Umbrella Group: \_\_\_\_\_

Address of Approved Organization/Umbrella: \_\_\_\_\_

## **Signature of Parent/Guardian**

*Within 15 days of receipt, this form will be processed, and a confirmation letter will be emailed to the parent/guardian unless otherwise noted by the parent.*

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Print Name of Parent/Guardian: \_\_\_\_\_

---

## **For Office Use Only**

Date Received: \_\_\_\_\_

# Home Instruction Regulations for the State of Maryland

## COMAR 13A.10.01.01-.05

Page 1 of 2

### 13A.10.01.01

#### .1 Home Instruction Program.

- A. Purpose. The purpose of this regulation is to establish a procedure to be used by the superintendent of each local school system to determine if a child participating in a home instruction program is receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age.
- B. Written Agreement.
- (1) A parent or guardian who chooses to teach his or her child at home shall initially sign a statement on a form prescribed by the State Department of Education which:
    - (a) Indicates consent to the requirements set forth in §§C, D, and E of this regulation; and
    - (b) Shall be submitted to the local superintendent at least 15 days before the beginning of a home instruction program.
  - (2) Annual Verification. Annually thereafter, before the beginning of the school year, a parent or guardian shall verify the continuation of home schooling for his or her child with the local school superintendent or with the supervising nonpublic school or institution described in Regulation .05 of this chapter.
  - (3) Change in Status. A parent or guardian shall notify the local school superintendent, or the supervising nonpublic school or institution described in Regulation .05 of this chapter if a change occurs in the home school status of a child during the school year.
- C. Instruction Program. The home instruction program shall:
- (1) Provide regular, thorough instruction in studies usually taught in public schools to children of the same age;
  - (2) Include instruction in English, mathematics, science, social studies, art, music, health, and physical education; and
  - (3) Take place on a regular basis during the school year and be of sufficient duration to implement the instruction program.
- D. Educational Materials. A parent or guardian who chooses to teach a child at home shall maintain a portfolio of materials which:
- (1) Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in §C (1) and (2);
  - (2) Includes relevant materials, such as instructional materials, reading materials, and examples of the child's writings, worksheets, workbooks, creative materials, and tests;
  - (3) Shall be reviewed by the local superintendent or the superintendent's designee at the conclusion of each semester of the local school system at such times as are mutually agreeable to the local superintendent or designee and the parent or guardian.
- E. A parent or guardian shall agree to permit a representative of a local school system to review the portfolio of educational materials, discuss the instructional program, and observe instruction provided that all of the following requirements are met:
- (1) The review is at a time and place mutually agreeable to the representative of the local school system and the parent or guardian;
  - (2) The purpose of the review is to ensure that the child is receiving regular, thorough instruction as set forth in §C;
  - (3) There are not more than three reviews during a school year.
- F. Additional Requirements. A local school system may not impose additional requirements for home instruction programs other than those in these regulations.

# MSDE COMAR 13A.10.01.01-.05

Page 2 of 2

## 13A.10.01.02

### **.2 Voluntary Participation in Standardized Testing.**

Upon request of a parent or guardian, a child receiving home instruction may participate in the regularly scheduled standardized testing programs that are administered in the public school the child is eligible to attend.

## 13A.10.01.03

### **.3 Noncompliance with Requirements.**

A. Failure to Consent. If a parent or guardian does not agree to the requirements of Regulation .01B, C, and D, above, a child shall be enrolled promptly in a public school or nonpublic school as defined in COMAR 13A.09.09.02B(9).

B. Deficiencies in the Program. If a local superintendent determines on the review of the home instruction program or inspection of the portfolio that a child is not receiving a regular, thorough instruction program in conformity with Regulation .01C and D, the local superintendent shall notify the parent/guardian in writing of any deficiencies in the program. The following apply:

(1) Within 30 days of receipt of notification of any deficiencies, the parent or guardian shall provide evidence to the local superintendent that the deficiency has been or is being corrected.

(2) If a local superintendent determines there is not a satisfactory plan to correct a deficiency or if a deficiency is not corrected, a child shall be enrolled promptly in a public school or a nonpublic school as defined in COMAR 13A.09.09.02B(4)(a).

## 13A.10.01.04

### **.4 Placement in Public School.**

Upon application of a child for admission to a public school from a home instruction program, the local superintendent shall determine by an evaluation the placement of the child and any credits to be awarded toward high school graduation. The evaluation may include administration of standardized tests and examinations and interviews with the child.

## 13A.10.01.05

### **.5 Home Instruction under Supervision of Non-public School. (Umbrella)**

A. A parent/guardian may provide instruction for a child at home without compliance with the requirements of this regulation, other than the requirements of Regulations .01B (1) (b) and .04 of this chapter, if that instruction is offered through correspondence courses and is under the supervision of a:

(1) School or institution offering an educational program operated by a bona fide church organization, and the supervision includes at a minimum all of the following components:

(a) Reenrollment conferences with parents or guardians,

(b) Textbooks, lesson materials, and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school,

(c) Annual visits by supervisory personnel to the site where the pupil is receiving instruction, and

(d) Conferences with parents or guardians at appropriate intervals during the period of enrollment; or

(2) Nonpublic school with a certificate of approval from the State Board of Education, and the supervision includes at a minimum all of the following components:

(a) Textbooks, lesson materials, and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school, and

(b) Assignment of a school-based teacher to assist the home teacher in using the correspondence courses and to assist the pupil by issuing progress reports, marking papers, and grading tests.

B. Annual Verification. The supervising non-public school or institution described in §A of this regulation annually shall:

(1) Verify with the local school superintendent the identification of home schooled students whose instruction is continuing under its supervision;

(2) Notify the local school superintendent of the identification of home schooled students whose instruction is newly added to its supervision; and

(3) Provide the local school superintendent with the identification of home schooled students whose instruction is no longer under its supervision.

C. Change in Status. The supervising nonpublic school or institution described in §A of this regulation shall notify the local school superintendent if a change occurs in the status of a home schooled student whose instruction was under its supervision during the school year.