



Putnam County School District

HOME EDUCATION  
PROGRAM  
(HEP)

Registration Packet

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Shirley Darlene Deel  
Home School Coordinator

# Welcome to the Putnam County School District Home Education Program!

Dear Home Educator:

I am pleased to provide this information and registration packet in response to your request for information about the Home Education Program (HEP). The following materials will give you the necessary information to initiate and maintain a Home Education Program for your child(ren). Hopefully, most of your questions will be answered by the enclosed information.

You may come by my office to receive a Home School Orientation and to view actual Home School portfolios. The Orientation will provide you with forms to assist in compiling your Home School Portfolio. A portfolio must be maintained in order to comply with Florida Statutes and is very important should you use the option of teacher evaluation for your Annual Reporting.

Please notice the Home Education Packet registration form which is the last two pages of this packet. **This form, or a letter of intent, must be received in our office before your child(ren) can be enrolled into the Home Education Program.** After the registration form or a letter of intent is received, you will be sent an Acknowledgement of Enrollment letter.

If you have any questions after reading the enclosed materials, you may contact me at (386) 329-0538 or by email at [sdeel@putnamschools.org](mailto:sdeel@putnamschools.org). You may visit the Home Education Program office which is located at the Campbell Administration Building, Student Services, Room #04, 200 South Seventh Street, Palatka, FL 32177.

Sincerely,

*Shirley D. Deel*

Shirley Darlene Deel  
Home School Coordinator

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(\*Registration may be submitted in place of the intent to home school.)

## Choosing To Begin A Home Education Program

Home education is an option for a growing number of parents. Some parents prepare their own materials and design their own programs of study, while others use materials produced by companies specializing in home school materials. Some take advantage of virtual school programs or other educational resources available on the Internet. Of course, exercising this option may require major changes in your family schedule. Teaching your children at home is an ambitious undertaking, requiring time, planning, creativity, and commitment.

### Questions to Consider about Home Education

- Have you identified curriculum materials for your child, and how much they will cost?
- Is there a suitable place for your child's study and instruction?
- Do you, your spouse, or another homeschooling parent have adequate free time to be available to your homeschooling child?
- Do other families in your area home school their children?
- Is there a support group of homeschoolers near you?
- If you are interested in some outside instructional support, have you checked your local library, parks department, scouting organizations, public and private schools, and similar resources?
- Have you searched the Web for resources on instruction, legal issues, support groups, and other matters?
- Have you identified other resources you will need?

### Home Education Assistance and Support

**[Florida Parent-Educators Association \(FPEA\)](http://www.fpea.com)** - [www.fpea.com](http://www.fpea.com)

FPEA is an independent organization that exists solely to serve home education families in Florida.

[Home Education Foundation](http://www.flhef.org) - [www.flhef.org](http://www.flhef.org)

The Home Education Foundation (HEF) is a corporation established to raise support and to direct the lobbying for home education legislation. The goal is to safeguard the existing legislation and evaluate the need for future legislation.

[Home School Legal Defense Association](http://www.hslda.org) - [www.hslda.org](http://www.hslda.org)

The Home School Legal Defense Association is a national organization that promotes and protects those families that home educate.

[Learning Is For Everyone!](http://www.li4e.org) - [www.li4e.org](http://www.li4e.org)

Learning Is For Everyone! is an inclusive state support and networking group for home and alternative learners.

[National Center for Home Education](http://www.ncei.com) - [www.ncei.com](http://www.ncei.com)

Mission includes serving state home school leaders by networking the state-wide organizations in all 50 states for rapid response to federal issues and serving as a “watchdog” on federal bills and lobbying for pro-home school and parents rights bills.

You may access the above information at [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)

## Summary of Home Education Requirements

Section 1002.01, F.S., defines home education as the sequentially progressive instruction of a student directed by his or her parent or guardian in order to satisfy Florida's compulsory education requirements.

Florida Statute 1002.41 specifies the responsibilities of parents who establish a home education program.

- Send a written notice of intent to the school district superintendent. The notice must be filed within 30 days of beginning the home education program and must include the following information:
  - Name of the home education student(s)
  - Birthdate(s)
  - Address
  - Parent's signature
- Maintain a portfolio of educational records. Statute defines a portfolio as
  - A log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used, and
  - samples of any writings, worksheets, workbooks or creative materials used or developed by the student.
- Make the portfolio available for inspection by the superintendent upon 15-day written notice (The statute does not require the superintendent to inspect all portfolios).
- Provide an annual educational evaluation of the student's educational progress to the superintendent. The evaluation must consist of one of the following:
  - A Florida certified teacher chosen by the parent may evaluate the child's progress based on a review of the portfolio and discussion with the student.
  - The student may take any nationally-normed student achievement test administered by a certified teacher.
  - The student may take a state student assessment test at a location and under testing conditions approved by the school district.
  - The student maybe evaluated by a psychologist holding a valid, active license pursuant to Section 490.003 (7) or (8), F.S.
  - The student may be evaluated with any other valid measurement tool as mutually agreed upon by the parent and the superintendent. (the following as accepted by Putnam County School District Home Education Program)
    - Acceptance of FLVS credits with grades as evidenced by a final grade report or printing of the Unofficial transcript from student's FLVS dashboard.
      - Elementary Level- K through 8th grade should submit proof of a grade of C or above in four subjects.
      - Secondary Level - High School students in grades 9 - 12 should submit proof of a grade of C or above in five subjects.
    - Submission of the required number of FLVS credits in which there is a grade of D or lower shall require the student to be placed on probation for one year as mandated by Florida Statutes. At the end of the probationary period, parent may choose one of the annual reporting options as listed in 1002.41(1)(c) for student to be reevaluated. 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.
- Preserve each student's portfolio for two years.
- Submit a letter of termination to the school district superintendent upon completion of the home education program, enrollment in a public or private school or moving from the district.

# Home Education Frequently Asked Questions

## Definition and Responsibilities

### **1. What is home education?**

Section 1002.01, F.S., defines home education as the sequentially progressive instruction of a student directed by his or her parent or guardian, in order to satisfy the requirement for compulsory education as defined in Section 1002.20, F.S. Current law does **not** prescribe a curriculum or course of study for home education programs.

### **2. Who can teach in a home education setting?**

Any parent who complies with the reporting, record keeping, and student evaluation requirements specified in statutory law may conduct a home education program. The parent is not required to be a certified teacher.

### **3. What are the responsibilities of parents who establish a home education program?**

As required by Section 1002.41, F.S., to establish a home education program and maintain compliance with the statute, a parent must:

- a. Send a written notice of intent to the school district superintendent.
- b. Maintain a portfolio of records, consisting of a log of educational activities, writings, worksheets, and creative materials used or developed by the student
- c. Make the portfolio available for inspection by the superintendent upon a 15-day notice. (The legislation does not require the superintendent to inspect all portfolios.)
- d. Provide an annual educational evaluation for the student's educational process to the school district superintendent.
- e. Preserve each student's portfolio for two years.
- f. Submit a letter of termination upon completion of the home education program or change of residence.

### **4. How long has home education been a means of meeting the regular attendance requirement in Florida?**

The law creating Florida's home education program became effective June 17, 1985.

### **5. What is the distinction between a home education program and an umbrella/satellite school?**

A home education program refers to a parent who has registered with the local school district home education office and has agreed to comply with the home education requirements as listed in Florida Statutes. An umbrella/satellite school refers to a private school offering programs or services to home schooling families.

### **6. Must a district's packet of information regarding home education include a form letter for the registration and termination of home education program?**

No. School districts are not required to provide forms, although some districts do so to facilitate processing of information.

### **7. Does the school district have the authority to exceed the Florida Statutes with local policies?**

The school district must abide by the home education guidelines as listed in Florida Statutes. A district may **not** enact policies that would apply additional guidelines to home education programs or that would make it more difficult for students to participate in home education.

### **8. If a home education parent employs a tutor to instruct his or her student, who is responsible for the records?**

If the parent is participating in a home education program, as defined in the law, the parent is responsible for all records.

**9. What happens to the records of a student who withdraws from a public school and enters into home education?**

Cumulative records are retained by the school district, pursuant to local board policies.

**10. How do districts report transcripts to the Department of Education for home education students who take courses at a public school?**

Districts may report this information using the number 0998. This will place home education transcripts in a separate and unique category, identifiable from all other students.

**11. Do parents have access to any state-appropriated funds for home education?**

No. There are no funds appropriated to a home education student.

**12. Are home education students eligible for Bright Futures Scholarships?**

Yes. Home education students may qualify for a scholarship through the Bright Futures Scholarship Program if they are registered with their districts as home education students during the 11<sup>th</sup> and 12<sup>th</sup> grades. The Florida Bright Futures Scholarship Program provides a Home Education Program Packet, which conveys eligibility criteria specific to home education students, including required college admission test scores, community service documentation, district registration confirmation, and dates for financial aid application deadlines. The Home Education Program packet is available from [www.floridastudentfinancialaid.org/ssfad/bf/homepac.htm](http://www.floridastudentfinancialaid.org/ssfad/bf/homepac.htm) or by telephone, toll-free at 1-888-827-2004.

**13. How may a parent contact other parents who have chosen home education for their children?**

There are home education support groups in every district. In addition to district support groups, there are also statewide groups to support home educators. Additional resources may be found by visiting the School Choice Website at [http://www.floridaschoolchoice.org/information/home\\_education/](http://www.floridaschoolchoice.org/information/home_education/)

**14. May a parent implement a home education program for a 5-year old, even though regular attendance begins at age 6?**

Districts are not required to accept a letter of intent for a 5-year old; however, some districts have chosen to accept these letters. In that case, the home education parent should maintain a portfolio, and the student will be evaluated in the same manner as a student who is subject to regular attendance.

**Instruction**

**15. How can a parent provide “sequentially progressive instruction?”**

There are many methods a parent may use to direct a home education program. As reflected in Florida Statute, a parent may:

- a. Instruct the student;
- b. Enroll the student in courses part-time in a public or private school;
- c. Enroll the student online in the Florida Virtual School;
- d. Enroll the student in correspondence courses;
- e. Hire a tutor, or
- f. Choose any other means that provides “sequentially progressive instruction” directed by the parent.

**16. Are parents required to have a Florida teaching certificate to home educate?**

No. A parent is not required to have a valid Florida teaching certificate to home educate a student. Furthermore, the instruction is no longer required to take place in the home nor must the parent be the person to deliver instruction.

**17. Are home education students bound by the required school hours that apply to public school students?**

No. There are no specific hourly attendance requirements for students in a home education program.

**18. Do home education students have the same opportunity as public and nonpublic school students to enter a college of their choice?**

Yes, depending on the student's qualifications and the admission requirements of the postsecondary institution. In order to understand the specific admission requirements of a postsecondary institution, home educators should directly contact the admissions office of the institution in which they have an interest.

**19. Do school districts provide instructional materials to home education students?**

There is no requirement for districts to provide instructional materials to home education students.

**20. May home education students enroll at specialized or magnet schools?**

Yes. Most districts have established a selection process for any student wishing to attend a magnet school. A home education student would adhere to the same process as a public school student.

**21. May home education parents dually enroll a home education student at a postsecondary institution?**

Yes. Home education students may enroll directly with the postsecondary institution pursuant to Section 1007.271(10)(a), F.S., or use the district's interinstitutional articulation agreement. Contact the district home education contact for specific information about the local interinstitutional articulation agreement. If the home education student enrolls through the district's interinstitutional articulation agreement as the basis for dual enrollment, the student is effectively enrolled in the district for the course(s) and the district may earn FTE and must provide instructional materials.

A home education student not using the district's interinstitutional articulation agreement must provide proof of enrollment in the home education program and be responsible for instructional materials.

**22. May home education students participate in local district course offerings?**

Although there is no requirement to do so, some districts provide opportunities for home education students to enroll in specified courses in district schools. Districts may report FTE funding for home education students enrolled in district courses.

**23. What type of diploma do home education students receive?**

School districts, adult high schools, and community colleges are not authorized to award a regular high school diploma to home education students. However, a home education student may take the General Educational Development (GED) test at an education center and be awarded a Florida GED diploma if the student receives a passing score. The toll free number for information pertaining to the GED is 1-877-352-4331.

**24. Do students who have been home educated have the option to return to public school?**

Yes. Any student who is within the compulsory attendance age has the right to enroll in a public school. Current district policies and Florida State Board of Education Rule 6A-1.09941, govern the grade placement of home education students.

**25. How does a home education student at the high school level transfer into a public school when the previous course work is not awarded in the traditional manner?**

State Board Rule 6A-1.09941 establishes a uniform transfer of credit at the high school level as follows: 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.

**26. May a home education student attend summer school?**

Home education students may be allowed to attend summer school, if the district offers summer school.

**Evaluation**

**27. What does the annual educational evaluation include?**

A student in a home education setting must be evaluated once a year to demonstrate educational progress at a level equivalent to his or her abilities. The parent/guardian selects the method of evaluation from those provided in Florida Statute, then files a copy of the evaluation annually in the superintendent's office. The evaluation must consist of one of the following:



- a. A Florida certified teacher chosen by the parent/guardian may evaluate the child's progress based on the review of the portfolio and discussion with the student;
- b. The student may take any nationally normed student achievement test administered by a certified teacher;
- c. The student may 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;
- d. The student may be evaluated by a psychologist holding a valid, active license pursuant to the provisions of Section 490.003 (7) or (8), F.S.; or
- e. The student may be evaluated with any other valid measurement tool as mutually agreed upon by the school superintendent of the district in which the student resides and the student's parent/guardian.

**28. What requirements must be met by a teacher conducting an annual evaluation of a home education student?**

As defined in Section 1002.41, F.S., a teacher who evaluates a home education student must hold current certification in academic subjects at the elementary or secondary level in the state of Florida. Of the five evaluation options described in the law, three involve a certified teacher.

**29. How does a parent locate an evaluator for the annual evaluation?**

Parents may contact the local district home education office or a local parent group to obtain the names of available evaluators.

**30. Does the home education student have the right to take standardized tests at the local school district?**

School districts are required to provide state assessment tests, if the parent chooses this option as a form of evaluation. School districts may offer standardized tests to home education students.

**31. May a district set a deadline for the annual evaluation?**

"Annually" is defined in Florida Statute as one year from the date of the letter of intent. However some home educators may choose to follow the requested deadline in order to follow the traditional school calendar.

**32. What is the appropriate recourse when a district does not receive an annual evaluation on a home education student?**

Section 1002.41, F.S., requires the parent to provide for an annual evaluation of the home education student. Failure to do so places the home education program in non-compliance and permits the superintendent, after notice to the parent, to terminate the program. Non-compliance with this requirement should trigger the district's policy regarding non-compliance with compulsory school attendance.

**33. What is the definition of a portfolio?**

Section 1002.41, F.S., defines a portfolio as "A log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used and samples of any writings, worksheets, workbooks, or creative materials used or developed by the student."

**34. How long must the portfolio be preserved?**

The portfolio shall be preserved by the parent/guardian for two years and shall be made available for inspection by the superintendent, or the superintendent's agent, upon a 15-day written notice. The superintendent, or the superintendent's agent, is not required to inspect all portfolios.

**35. May a school district require that a home education student take the FCAT or other statewide assessment in order to return to public school?**

No.

**36. May a home education student use more than one of the methods listed in Section 1002.41, F.S., to satisfy the annual evaluation component?**

No. While a parent may utilize several methods to assess student progress in the regular course of providing a home education program, for the purposes of Section 1002.41, F.S., only one method may be selected and submitted to the school district.

**37. May a home education student take the FCAT or other statewide assessments for reasons other than fulfilling the evaluation requirement of Section 1002.41, F.S.?**

The only statutory authority which permits home education students to take the FCAT or other statewide assessments is the provision for use as the official annual evaluation.

**Nonattendance-Truancy**

**38. Can the parent of a student who has been found to exhibit a pattern of nonattendance enroll that student in a home education program?**

Yes. However, at the time that a student who has been found to exhibit a pattern of nonattendance is enrolled in a home education program, the home education contact will:

- a. Provide the parent or guardian with a copy of the home education law, Section 1002.41, F.S., and the accountability requirements of the truancy law, Section 1003.26, F.S.; and
- b. Refer the parent or guardian to a home education review committee composed of members as specified in Section 1003.26, F.S.

**39. How will the home education contact know which students have been found to exhibit a pattern of nonattendance?**

When a school's student study team determines that a student has been found to exhibit a pattern of nonattendance, the law requires that the principal of the school notify the superintendent of schools and the district home education contact. The home education contact is expected to maintain this information to verify whether a student who is being enrolled in a home education program has been found to exhibit a pattern of nonattendance.

**40. What are the accountability requirements for home education, once a student has been found to exhibit a pattern of nonattendance?**

The parent must submit a portfolio, as defined by Section 1002.41, F.S., to be reviewed by a home education review committee every 30 days until the committee determines that the home education program is in compliance with Section 1003.26, F.S. The first portfolio review must occur within the first 30 calendar days of the establishment of the home education program.

**41. Who serves on the home education review committee?**

According to Section 1003.26, F.S., the home education review committee is to be composed of the school district contact for home education and **at least** two home educators **selected by the parent** from a list of eligible home education parents maintained by the district. Eligible home education parents are those who have conducted a home education program for at least three years and who have indicated a willingness to serve on a home education review committee.

**42. How does the school district home education contact develop a list of eligible home educators?**

The home education contact may wish to send a letter to all parents who have conducted a home education program for at least three years, inviting them to submit their names as possible candidates for a home education review committee. The list will be made up of those parents who indicate a willingness to serve on such a committee.

**43. What will happen if the home education review committee determines that the home education program is in compliance with the statute?**

Once the committee determines that the home education program is in compliance, the parent will no longer be required to submit a portfolio to the home education review committee. The parent will be required to comply with the requirements of a home education program pursuant to Section 1002.41, F.S., as is any parent involved in a home education program.

**44. What will happen if the parent of a student who has been found to exhibit a pattern of**

**nonattendance, and who has been enrolled in home education, fails to provide a portfolio for review by the committee?**

The committee shall notify the superintendent of schools who shall then terminate the home education program and require the parent to enroll the student in an attendance option provided under Section 1002.41, F.S., within three days. Failure of a parent or guardian to enroll a student in an attendance option after termination of a home education program shall constitute non-compliance with the compulsory attendance requirement and may result in criminal prosecution of the parent under Section 1003.27(2), F.S.

**45. How long should the home education contact keep a student's name on the list of students who have been found to exhibit a pattern of nonattendance?**

If a student was placed on the list more than 90 days prior to the parent enrolling the student in a home education program, the home education contact should check with the school to determine if the student is still considered to be at-risk for nonattendance

**46. How can I get more information about truancy and driver's licenses for home education students?**

You may contact the Florida Department of Motor Vehicles at (850) 922-9000.

**47. May a home education student be automatically dropped at the age of 16?**

No. The family must notify the school district if the student wishes to terminate the home education program. Section 1003.21, F.S. requires that students terminating enrollment at age 16 must be notified that their earning power is likely to be reduced. It is in the best interest of the student for the district to maintain home education records until the completion of high school.

**48. Which member of district personnel is responsible for processing waivers for employment of home education students?**

School districts are not required to process waivers for employment of home education students except to confirm, with a release for information from the parent, that the student is enrolled in home education.

**Interscholastic Extracurricular Activities**

**49. How is the term "extracurricular activity" defined by the law?**

An "extracurricular activity" is defined as "any school-authorized or education-related activity occurring during or outside the regular instructional day, Section 1006.15, F.S." This definition was added to the Act to make it clear that any activity outside of classroom activities and instruction should be considered extracurricular.

For example, some school districts had excluded home education students from musical clubs and ensembles by stating that the performance groups were part of curricular instruction and outside of the realm of extracurricular activities. The 1997 amendment clarifies that a district may not define "extracurricular" in such a narrow way. District policies that apply a more narrow interpretation of "extracurricular," and exclude students on this basis, are contrary to the law and legislative intent. Activities outside of classroom instruction are generally defined as extracurricular and open to home education students.

**50. May home education students participate in "interscholastic extracurricular activities" offered at public schools?**

Yes. To participate in "inter-scholastic extracurricular activities", Section 1006.15 F.S., requires that home education students be given the same opportunity as public school students. The law prohibits any requirements that would make participation less accessible for home education students and creates a broad definition of "interscholastic extracurricular activities" that covers any activity occurring during or outside the regular school day. However, the law does allow for home education students to develop an agreement to participate in "interscholastic extracurricular activities" at a non-public school.

**51. Is there a difference between an "extracurricular activity" and an "interscholastic-extracurricular activity?"**

No. The terms are used interchangeably.

**52. What grade levels are allowed to participate in interscholastic extracurricular activities?**

Section 1006.15, F.S., primarily addresses students in grades 9-12 but does not prohibit students in lower grades from participation. The by-laws of the governing organization regulate which students, and under what circumstances those students, may participate in the interscholastic extracurricular activity. For example, Section 1006.20, F.S., designated the Florida High School Activities Association as the governing organization for athletics. For the purpose of athletics, the Association defines “high school” as grades 6-12. If athletics are offered in a grade 6-8 school that is governed by this Association, the athletic program must be made available upon request to home education students at that grade level. Section 1006.15, F.S., states that public schools may not belong to any governing organization that discriminates against an eligible home education student.

**53. What if the extracurricular activity requires a class to be taken in order to participate?**

If a class is required in order to take part in the extracurricular activity, such as band class during the day in order to take part in the school’s marching band, the district must afford the home education student the opportunity to enroll for that class, pursuant to Section 1006.15(5), F.S.

**54. Do districts receive any funding when home education students participate in extra-curricular activities?**

No, unless the home education student enrolls in a class required to participate in the extracurricular activity. The district may report that student for FTE purposes. Additionally, home education students may be required to pay any of the fees or costs that are required of all participating students.

**55. May a district develop policies that restrict the access of home education students to extracurricular activities?**

No. Districts may establish policies for participation that apply to all students, such as evidence of required immunizations, medical clearance for sports activities, auditions and class participation. However, the district may not enact policies that would apply different standards to home education students or make it more difficult for them to participate.

**56. Must home education students who participate in extracurricular activities offered at public schools comply with school entry immunization requirements?**

Yes. If the home education student is participating in extracurricular activities under Section 1006.15, F.S., the student must meet the same immunization requirements as students attending any non-home education program.

**57. How are grade point average requirements applied to extracurricular activities?**

In order to participate in extracurricular activities, a home education student must have the required 2.0 or better grade point average in academic courses. This applies to both public and home education students. The law allows for a method of evaluation of the student’s progress to be agreed upon by the parent and the principal. The evaluation may be based on a teacher’s review of the student’s work, grades earned through correspondence or at a postsecondary school, standardized test scores, or other method as allowed by Section 1002.41, F.S.

**58. How does the district determine at which school the home education student may participate in extracurricular activities?**

The home education student must meet the same residency requirements as other students to participate in extracurricular activities.

**Exceptional Student Education**

**59. If a home education parent suspects that their child has a disability, is the school district required to evaluate the child?**

Yes. The school district is obligated to “identify, locate, and evaluate” all children with disabilities, including those attending private schools and home education programs, in accordance with the Individuals with Disabilities Education Act (IDEA). This evaluation must be at no cost to the parent.

**60. In this circumstance, how would a home education parent access evaluation services?**

The parent should contact the exceptional student education administrator in the school district in which they reside.

**61. What would be required of the home education parent?**

The school district would require that the parent sign a written consent for the evaluation. The district is also required to review existing information on the child before conducting an evaluation. The parent may be asked to provide information from the child’s portfolio and may also be asked to complete checklists and/or informal observations.

**62. After the evaluation is conducted, what will occur?**

The parents will be invited to attend a meeting in which school district staff will review the outcome of their child’s evaluation. Following that review, a determination will be made regarding whether or not the child is considered an eligible child with a disability as defined by Florida State Board of Education Rules.

**63. What is the school district’s obligation, if the child is eligible?**

If the home education parent chooses to enroll the child in public school, the school district must ensure that a free and appropriate education is made available to the child.

**64. What if the parent does not elect this option?**

The district will typically propose to provide some level of service to the child through the use of a **services plan**. For instance, if it is determined that the child needs speech/language therapy services, the school district could allow the child to come to a public school near the child’s home for these services during the week.

**Dual Enrollment**

**65. Does a home education student have to receive permission from the school district to participate in dual enrollment on the community college campus?**

No. College and state universities often request proof of registration from the home education student. That information can be obtained from the local school district home education coordinator.

**66. What is the school district required to do for home education students who have an articulation agreement with the community college or a state university?**

The school district must provide the community college or state university with proof that a student is enrolled in a home education program pursuant to s. 1002.41 F.S.

**67. May home education students take dual enrollment courses at district high schools?**

Yes. Districts that have a part-time enrollment policy may enroll home education students in the school district and receive FTE for the student. This is a local decision that is articulated in the district pupil progression plan.

**68. Does a community college have to provide instructional materials /textbooks for home education students?**

No. The law specifically states that a community college is not prohibited from providing dual enrollment materials/books to home education students if the college is providing materials/books to other public or private students in dual enrollment pursuant to s. 1007.271(17), F.S.

**69. Is the school district responsible for the transportation of a home education student to a dual enrollment course?**

No.

**70. Is a home education student limited to the same course options as a public school student?**

Home school students are limited to the dual enrollment courses and programs offered by institutions for that term.

**71. Should community colleges report course grades to the student’s school district?**

No. The school district has no record-keeping responsibility for home educated students.

**72. Is there a minimum age or grade level required of a home education student for participation in dual enrollment?**

The minimum age and the maximum years allowed for dual enrollment should be outlined in the local articulation agreement.

**73. Is there a minimum GPA for home education students to participate in dual enrollment?**

No.

**74. Are home education students and postsecondary institutions required to develop an articulation agreement?**

Yes. Postsecondary institutions must provide an articulation agreement for home education students to clarify responsibilities, identify registration timelines, and coordinate procedures for efficient program implementation.

**75. Does the District Interinstitutional Articulation Agreement apply to home education students?**

No. Home education students are not subject to the provisions set forth by the district agreement.

**Private School and Home Education Student Transfer of Credits**  
**Frequently Asked Questions**

**Introduction**

The State Board of Education Rules were intended to establish uniform procedures relating to the acceptance of transfer work and credit for students entering Florida’s public middle and high schools. The rules increase consistency in the credit transfer process and fulfill the State Board of Education responsibility to prescribe “procedures relating to the acceptance of transfer work and credit for students” as required by s. 1003.25(3), Florida Statutes. Rule 6A-1.09941, F.A.C., applies to high school transfers, and Rule 6A-1.09942, F.A.C., applies to middle grades transfers. The State Uniform Transfer of Students in the Middle Grades Rule applies to out-of-state middle grades transfer students, and states that 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. The State Uniform Transfer of High School Credits Rule applies to all high school transfer students, and states that 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. The rules do not require that the transferring school be accredited in order for the credits to be accepted at face value. If validation of the official transcript is deemed necessary for accreditation purposes by the receiving school, or if the student does not possess an official transcript, or is a home education student, then credits or grades shall be validated through performance during the first grading period. A student transferring into a school shall be placed at the appropriate sequential course level. A middle grades student should have passing grades, and a high school student should have a minimum grade point average of 2.0 after the first enrolled grading period in order to receive credit. The State Board of Education Rules specifically require credits and grades to be accepted at face value, establish limited exceptions where validation can be used, and provide procedures for validation. The rules, therefore, preclude districts and individual schools from placing any additional requirements or procedures on the transfer of middle school grades and high school credits and grades.

**Transfer of Credits**  
**Frequently Asked Questions**

**1. Why are the State Board of Education Rules so important to students in Florida?**

Florida provides several legal options for meeting compulsory attendance. Parents may elect a private, parochial, denominational or religious school, home education program or private tutor to meet regular attendance as defined in s. 1003.01(13), Florida Statutes. School choice programs, such as the McKay Scholarship Program, Florida Tax Credit Scholarship and virtual schools provide parents of public school students additional choices for meeting regular attendance. If these students have taken advantage of a scholarship and enrolled in an unaccredited private school that is eligible to participate in the state-funded programs, and choose to return to the public school, they are able to receive credits and grades for their work at the private school in a uniform manner, according to Rules 6A-1.09941 and 6A-1.09942, F.A.C.

**2. Do the State Board of Education Rules preempt school and school district policy and the Pupil Progression Plan for transfer of credit?**

Yes, the State Board of Education Rules establish the policy for all public high schools, middle schools, and school districts. The State Board of Education Rules supersede district policy.

**3. When must a public school grant credits and grades at face value?**

According to the State Board of Education Rules, credits and grades shall be granted at face value when submitted on an official transcript, but may be subject to validation if required by the accreditation of the receiving school.

**4. What is an official transcript?**

An official transcript is a document that is sent directly from the administrator of the school where the credit is earned to the receiving school administrator. An official transcript shall be sent by mail or electronically signed by a school administrator, and be on school letterhead, and/or be embossed with the school's seal. An official transcript should clearly identify the school, the student, course number, date the course was taken, and credit and/or grade earned in each course. An unofficial transcript is one that is hand delivered by the student or parent, or is delivered to the designated school administrator in an opened envelope, or is on plain paper.

**5. Do the State Board of Education Rules permit a school to validate credits and grades on an official transcript?**

Yes, but only in situations where validation is required because of the receiving school's accreditation requirements.

**6. Must a school accept credits and grades from public or private schools that are not accredited?**

Yes, credits and grades earned from unaccredited schools shall be accepted at face value if submitted on an official transcript. However, the State Board of Education Rules state that validation of the official transcript may be done if required by the receiving school's accreditation. If required, validation of the official transcript (credits or grades) will be done through performance during the first grading period.

**7. Must a school accept credits or grades when a student does not have an official transcript or is a home education student?**

Yes, the Rules state that in this situation these courses shall be validated through performance during the first grading period. At the middle school level, grades are to be accepted. At the high school level, credits are to be accepted, with grades accepted according to accreditation standards and school policies.

**8. Must credits or grades submitted on an unofficial transcript be validated through performance at the receiving school?**

Yes, the State Board of Education Rules were intended to validate the overall integrity of the transcript. The student shall be placed at the appropriate sequential course level, and overall performance in classes at the receiving school validates the credits (or grades, if middle school) from the previous school or home education program in their entirety.

**9. How does the receiving school determine placement of the student?**

Based on the transcript, the student shall be placed at the appropriate sequential course level.

**10. How does a school determine if the placement of the student is correct?**

If the student's classroom performance during the first grading period reflects that the student has the educational foundation to be successful in that class, then the placement is correct.

**11. Can a school change the placement of a student?**

Yes, the State Board of Education rules require that the student be placed at the "appropriate" sequential level. If the student's performance in the classroom during the first grading period does not meet the requirements for credit, the school, parent, and teacher may reconsider whether the student was placed at the "appropriate" sequential level.

**12. When are the alternative methods of validation appropriate to use?**

At the high school level, Alternative Validation Procedures are to be used when the student does not meet the 2.0 grade point average standard at the end of the first grading period. At the middle school level, Alternative Validation Procedures are used if a passing grade is not attained in the first grading period.

**13. What happens if a student does not meet the scholastic performance standard of a 2.0 grade point average at the high school level, or does not pass at the middle school level?**

The Alternative Validation Procedures are utilized to validate credits or grades. The Alternative Validation Procedures specified by State Board of Education Rules include:

1. Portfolio evaluation by the superintendent or designee;
2. Written recommendation by a Florida certified teacher selected by the parent and approved by the principal (not available for middle grades students);
3. Demonstrated performance in courses taken through dual enrollment or at other public or private accredited schools;
4. Demonstrated proficiencies on nationally-normed standardized subject area assessments;
5. Demonstrated proficiencies on the FCAT; or
6. Written review of the criteria utilized for a given subject provided by the former school.

Students must be provided at least 90 calendar days from date of transfer to prepare for either nationally-normed standardized subject area assessments or the FCAT. Each class or course area may be validated independently. Students would be required to validate only those areas not receiving an adequate grade in the first grading period.

**14. Does a parent have to agree to the Alternative Validation Procedure used to validate credit or grades?**

Yes, the State Board of Education Rules state that the validation procedures must be determined by the teacher, principal and parent.

**15. How long does a school have to validate the transcript if deemed necessary?**

A school has until the end of the first grading period to validate an official transcript, and then all credits and grades are to be accepted at face value. For students who do not have an official transcript or are from a home education program, the credits and/or grades will be validated and granted at the end of the first grading period based on scholastic performance.

**16. Can a public school require that a student take the FCAT as the only option for granting credit?**

No, students must be allowed all options listed in question 13.

**17. How is high school credit granted for courses taken in 8<sup>th</sup> grade at a private school?**

A high school can grant credit based on performance in sequential courses. For example, if a student comes from a private kindergarten – 8th grade school and has completed Algebra 1, then placement of the student in Algebra II and a 2.0 grade point average in Algebra II at the end of the grading period allows the school to grant credit for Algebra I.



**18. Does a public school have to grant credits to a student who attended a private school which allows parents or teachers who are not state-certified to educate the students?**

Yes, Florida Statutes do not regulate the curricula, teacher qualifications or academic programs of private schools. If the private school is listed with the Department of Education as a private school and has a school number, then the public school must treat the credits and/or grades from this school in accordance with the State Board of Education Rules.

**19. Are students required to take End of Course examinations in order to receive transfer credit?**

If a student transfers into a Florida high school from out of country, out of state, a private school, or a home school, and that student's transcript shows credit received in Algebra 1, or an equivalent course; Geometry, or an equivalent course; or Biology 1, or an equivalent course, the decision as to whether the student must take Florida's statewide, standardized end-of-course (EOC) assessment in Algebra 1, Geometry, or Biology 1, respectively, shall be made by the school principal as follows:

- A transfer student will not take Florida's:
  - Algebra 1 EOC Assessment if the student passed a statewide, standardized EOC assessment in that course, if administered by the transferring school, or achieved a passing score on the high school statewide assessment in mathematics required by the state from which the student transferred for purposes of satisfying the requirements of the Elementary and Secondary Education Act, 20 U.S.C. ss. 6301, et seq., or if the student achieves an equivalent score on another assessment as identified pursuant to Section 1008.22(11), F.S.
  - Geometry EOC Assessment if the student passed a statewide, standardized EOC assessment in that course, if administered by the transferring school, or if the student achieves an equivalent score on another assessment as identified pursuant to Section 1008.22(11), F.S.
  - Biology 1 EOC Assessment if the student passed a statewide, standardized EOC assessment in that course, if administered by the transferring school, or if the student achieves an equivalent score on another assessment as identified pursuant to Section 1008.22(11), F.S.
- A transfer student will take Florida's EOC assessments in Algebra 1, Geometry, and Biology 1 under all other circumstances, and must pass the EOC in order to earn credit in the course.

**Links for Additional Information**

- The State Uniform Transfer of High School Credits Rule can be found at <https://www.flrules.org/gateway/ruleNo.asp?id=6A-1.09941>
- The State Uniform Transfer of Middle Grade Students Rule can be found at <https://www.flrules.org/gateway/ruleNo.asp?id=6A-1.09942>
- The Florida Department of Education, Office of Independent Education and Parental Choice, Web site can be found at <http://www.floridaschoolchoice.org>

**Contact Information:**

Christopher Fenton : [christopher.fenton@fldoe.org](mailto:christopher.fenton@fldoe.org)  
850-245-0502

Florida Statutes on Home Education

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 2 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 s. [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.

(2) 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 1 year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the 1-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.

(3) A home education program shall be excluded from meeting the requirements of a school day.

(4) Home education students may participate in interscholastic extracurricular student activities in accordance with the provisions of s. [1006.15](#).

(5) Home education students may participate in the Bright Futures Scholarship Program in accordance with the provisions of ss. [1009.53-1009.539](#).

(6) Home education students may participate in dual enrollment programs in accordance with the provisions of ss. [1007.27](#)(4) and [1007.271](#)(10).

(7) Home education students are eligible for admission to Florida College System institutions in accordance with the provisions of s. [1007.263](#).

(8) Home education students are eligible for admission to state universities in accordance with the policies and guidelines of the Board of Governors.

(9) Home education program students may receive testing and evaluation services at diagnostic and resource centers, in accordance with the provisions of s. [1006.03](#).

#### Re: Portfolio Reviews for Home Education Program Students

**1003.26 Enforcement of school attendance.**—The Legislature finds that poor academic performance is associated with nonattendance and that school districts must take an active role in promoting and enforcing attendance as a means of improving student performance. It is the policy of the state that each district school superintendent be responsible for enforcing school attendance of all students subject to the compulsory school age in the school district and supporting enforcement of school attendance by local law enforcement agencies. The responsibility includes recommending policies and procedures to the district school board that require public schools to respond in a timely manner to every unexcused absence, and every absence for which the reason is unknown, of students enrolled in the schools. District school board policies shall require the parent of a student to justify each absence of the student, and that justification will be evaluated based on adopted district school board policies that define excused and unexcused absences. The policies must provide that public schools track excused and unexcused absences and contact the home in the case of an unexcused absence from school, or an absence from school for which the reason is unknown, to prevent the development of patterns of nonattendance. The Legislature finds that early intervention in school attendance is the most effective way of producing good attendance habits that will lead to improved student learning and achievement. Each public school shall implement the following steps to promote and enforce regular school attendance:

(1) CONTACT, REFER, AND ENFORCE.—

(a) Upon each unexcused absence, or absence for which the reason is unknown, the school principal or his or her designee shall contact the student's parent to determine the reason for the absence. If the absence is an excused absence, as defined by district school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time.

(b) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies, and the principal shall notify the district school superintendent and the school district contact for home education programs that the referred student is exhibiting a pattern of nonattendance.

- (c) If an initial meeting does not resolve the problem, the child study team shall implement the following:
1. Frequent attempts at communication between the teacher and the family.
  2. Evaluation for alternative education programs.
  3. Attendance contracts.

The child study team may, but is not required to, implement other interventions, including referral to other agencies for family services or recommendation for filing a truancy petition pursuant to s. 984.151.

(d) The child study team shall be diligent in facilitating intervention services and shall report the case to the district school superintendent only when all reasonable efforts to resolve the nonattendance behavior are exhausted.

(e) If the parent refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent may appeal to the district school board. The district school board may provide a hearing officer, and the hearing officer shall make a recommendation for final action to the district school board. If the district school board's final determination is that the strategies of the child study team are appropriate, and the parent still refuses to participate or cooperate, the district school superintendent may seek criminal prosecution for noncompliance with compulsory school attendance.

(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 chapter 1002, the district school superintendent shall provide the parent a copy of s. 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 3 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 s. 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 s. 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 s. 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 s. 1003.01(13)(a), (b), (c), or (e), within 3 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 after termination of the home education program pursuant to this subparagraph shall constitute noncompliance with the compulsory attendance requirements of s. 1003.21 and may result in criminal prosecution under s. 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 s. 1002.41(1)(b).

(g) If a student subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent or the district school superintendent or his or her designee shall refer the case to the case staffing committee pursuant to s. 984.12, and the district school superintendent or his or her designee may file a truancy petition pursuant to the procedures in s. 984.151.

(2) GIVE WRITTEN NOTICE.—

(a) Under the direction of the district school superintendent, a designated school representative shall give written notice that requires enrollment or attendance within 3 days after the date of notice, in person or by return-receipt mail, to the parent when no valid reason is found for a student's nonenrollment in school. If the notice and requirement are ignored, the designated school representative shall report the case to the district

school superintendent, and may refer the case to the case staffing committee, established pursuant to s. 984.12. The district school superintendent shall take such steps as are necessary to bring criminal prosecution against the parent.

(b) Subsequent to the activities required under subsection (1), the district school superintendent or his or her designee shall give written notice in person or by return-receipt mail to the parent that criminal prosecution is being sought for nonattendance. The district school superintendent may file a truancy petition, as defined in s. 984.03, following the procedures outlined in s. 984.151.

(3) RETURN STUDENT TO PARENT.—A designated school representative may visit the home or place of residence of a student and any other place in which he or she is likely to find any student who is required to attend school when the student is not enrolled or is absent from school during school hours without an excuse, and, when the student is found, shall return the student to his or her parent or to the principal or teacher in charge of the school, or to the private tutor from whom absent, or to the juvenile assessment center or other location established by the district school board to receive students who are absent from school. Upon receipt of the student, the parent shall be immediately notified.

(4) REPORT TO APPROPRIATE AUTHORITY.—A designated school representative shall report to the appropriate authority designated by law to receive such notices, all violations of the Child Labor Law that may come to his or her knowledge.

(5) RIGHT TO INSPECT.—A designated school representative shall have the right of access to, and inspection of, establishments where minors may be employed or detained only for the purpose of ascertaining whether students of compulsory school age are actually employed there and are actually working there regularly. The designated school representative shall, if he or she finds unsatisfactory working conditions or violations of the Child Labor Law, report his or her findings to the appropriate authority.

## The School Board of Putnam County Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the Bylaws and Policies of The School Board of Putnam County were adopted on October 2, 2012, and were in effect beginning October 3, 2012.

### **9270 - EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS (HOME-EDUCATION)**

The School Board encourages the enrollment of all school-age children resident in this District in public schools or in registered parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment. The School Board recognizes its responsibility for assuring that every resident school-age child is enrolled in an approved school or is offered an equivalent education elsewhere and designates the Superintendent to act in its behalf.

All requests to educate a child in an equivalent education (home-education) program are to be submitted to the Superintendent or his/her designee. The Superintendent shall develop and implement administrative procedures which ensure that, prior to approval of a home-education request, all requirements specified in the State Department of Education regulations have been met.

Students who are residents of Putnam County and who are participating in a home education program in accordance with F.S. 1003.21, or who enrolled in a private school may be admitted as part-time students on a space available basis to the District. Admission consideration is restricted to secondary schools beginning grade 7 (middle school).

A student enrolled in a home education program in grades one through six is restricted from participating in classes at the elementary level on a part-time basis, unless the student is staffed in an exceptional education program. Admission is restricted to secondary schools only. Students in home education who wish to attend public school classes must have met all criteria for a home education program prior to the time of admission to a public school. Home education/private school students may seek admission to any public school offering the course(s) of interest. Exceptional education and gifted students will be provided services as required by law. Academic placement of the child for the current school term will be made by the school, in accordance with the transfer requirements as stated in the current District's Student Progression Plan. The specific topic references are: All Transfer Students K-6; Transfer Students, Middle/High Students; and Transfer Students, Senior High School Students.

Parents/guardians are responsible for the transportation of students in home education/private schools programs both to and from the public school providing the course(s) of interest. The school principal will

establish the time and place for the arrival and departure of home education/private school student accepted into the part-time program. All home education/private school students who attend the District on a part-time basis are subject to the same relevant rules and regulations as full-time students.

The Superintendent may allow a student who is being educated at home or at a private school to be admitted as a part-time student on a space available basis or to participate in one or more of the District's co-curricular or extra-curricular activities providing s/he meets the eligibility criteria established for an activity. Admission consideration is restricted to secondary schools.

F.S. 1001.41, 1002.41, 1003.21

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### **Other Available Forms & Services**

(Forms are available upon request and can be sent by email.)

- FLVS information which includes course progression charts, a parental consent for release of FLVS records, and daily log sheets
- Annual evaluation forms for Florida certified teachers
- Home Education Termination forms for students choosing a different educational path
- Community Service Log Sheets
- Samples of Compliant Home Education Portfolios
- E-mail access with Home School news and events
- Volunteer opportunities for serving on the Portfolio Review Committee when eligible
- Services rendered by the Portfolio Review Committee
- Information on contests and scholarships available to Home School Students
- Information on other options for graduating your Home School Student
- Home School Orientation which includes forms to use in compiling a compliant portfolio.
- Website accessibility of forms at [www.putnamschools.org](http://www.putnamschools.org) on the Home Education page
- Assistance in compiling your student's portfolio.

**Putnam County School District  
Home Education Portfolio Compliance Checklist**

Student Name	Date	Date of Birth
Parent/Guardian Name	_____ compliant _____ non-compliant	
	_____ I request that my child continue to be monitored for the benefit of accountability.	

**A compliant portfolio should contain the following:**

- \_\_\_\_\_ **Log of educational activities** –keep a log of all activities that have been completed.  
This log should correlate w/the samples which are graded.
- \_\_\_\_\_ **Titles of Reading Materials and/or textbooks** – keep a list of all resources used in your home education program including DVDs, TV programs, & library books.
- \_\_\_\_\_ **Samples of Worksheets** – include dated & graded samples of work (3-4 samples per subject per week)  
Work should be dated & graded. Samples could show progression of learning. Workbooks may be included in
- \_\_\_\_\_ **Creative Materials** – this includes documentation of field trips, projects, sports, activities, art, creative writings, volunteer hours, & any other educational extra curricular activities.

**Suggestions:**

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\_\_\_\_\_  
Shirley D. Deel, Home School Coordinator

Committee Member	Committee Member
Parent Signature	Next Portfolio Review on _____
Parent e-mail address	

**FL Statutes 1003.26(1)(f)(2) If a parent fails to provide a portfolio to the committee, the HEP is in danger of being terminated & student being required to enroll within 3 days in an attendance option that meets “regular school attendance”. Presentation of the portfolio at this review is very important.**

**A compliant portfolio is very important for two reasons. First - this is mandated by Florida Statutes in order to home school in Florida. Second - Annual reporting is required to home school in Florida and one option is the annual evaluation in which a certified teacher must evaluate your student based upon student's portfolio and speaking with the student.**

**Putnam County School District  
HOME EDUCATION PROGRAM REGISTRATION**

**In accordance with Florida Statutes 1000.01 and 1003.21(02), it is (my) (our) intent to establish and maintain a Home Education Program.**

Date of Application: \_\_\_\_\_ Home Education program to begin on \_\_\_\_\_

Number of students to be home schooled: \_\_\_\_\_

(Parent and Student Information Forms Should be completed)

<b>PARENT INFORMATION (Please print or type)</b>		
_____ <b>Parent/Guardian full legal name</b>	_____ <b>Parent/Guardian full legal name</b>	
_____ <b>Mailing address</b>	_____ <b>City / State</b>	_____ <b>Zip</b>
_____ <b>911 address if different from mailing</b>	_____ <b>Parent Email Address **</b>	
_____ <b>Work phone</b>	_____ <b>Home phone</b>	_____ <b>Cell phone</b>

I understand the legal responsibility of Home Schooling my student(s) which includes maintaining a Home Education Portfolio compliant with Florida Statutes. The Portfolio compliance list is included in the Home Education packet. Portfolio must be kept for two years.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

- ❖ \_\_\_\*\*yes, I would like to receive Home School news.
- ❖ \_\_\_\*\* no, I do not want to receive Home School news. Use only for my personal home school notifications.
- ❖ \_\_\_ Copy of parent driver's licenses attached.
- ❖ Parent \_\_\_accepted \_\_\_declined the opportunity for a Home School Orientation.
- ❖ Home School packet has been received. \_\_\_hard copy \_\_\_e-mail \_\_\_website
- ❖ Have you homeschooled previously? \_\_\_yes \_\_\_no Number of years: \_\_\_

**Please return form to:  
Putnam County School District  
Attn: Home Education  
200 South 7<sup>th</sup> Street  
Palatka, FL 32177**

(Please enter student information on the following sheet)

## Home Education Program Student Registration

Student Name	Birth date	School Student is registered with	Race	Sex	**Optional Soc. Sec. #	Special Programs	Curriculum Choice
				M F			
				M F			
				M F			
				M F			
				M F			
				M F			
				M F			

**Kindergarten students only: Birth certificate attached**  yes  no (must be received before enrollment takes place)

All Students enrolled as Home Schoolers must comply with the Home School requirements as mandated by Florida Statutes regardless of age at enrollment.

\*\*Social Security Disclaimer: The disclosure of a Home School Student's Social Security number is optional and no services will be denied upon failure to provide numbers. Social Security number and date of birth data collection from Home School students shall be for the verification as requested by agencies such as but not limited to Social Security Administration (School Cessation forms), Department of Motor Vehicles, and Bright Future Scholarships. Having access to a student's social security number will also assist in record keeping on the Putnam County School District's mainframe which is in accordance with the Florida State mandate of preserving Home School Records. The Home Education Program records, including Social Security numbers of students are password protected and access is limited as to persons using the system. These records are available to parents and overage students in the Home Education Program and can be used for verification as official documents by the Putnam County School District in regards to college and job applications.

**Parent/Guardian initials indicate that the following statements are understood:**  yes

- Students registered in the Home Education Program do NOT receive a diploma from the Putnam County School District.
- As a Home Schooler, FLVS is only being used as a resource & although credits are awarded for completed work, a diploma is not granted by FLVS. A portfolio must be maintained. Parent has the responsibility to approve classes and
- If student is enrolled into a district school, student will be enrolled according to the transfer credit rules. These rules are contained in this Home Education Packet. Portfolio may be requested.
- Presentation of the student's FLVS transcript to any other educational facility is my responsibility as parent for credits to be counted.

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**Notification of portfolio reviews** - Per Florida Statutes, a parent may choose the portfolio reviewer/s to review their student's portfolio. Please mark your selection below.

I have no preference and elect to use the parent who has been selected by the Home School Coordinator.

I prefer for \_\_\_\_\_ to review my portfolio. The parent selected has home schooled for three years and is willing to serve on the designated day. I am assuming responsibility to notify the person selected. If the selected parent does not attend the portfolio review, I will then be required to have the portfolio reviewed by the committee members serving on that day. Proof of home schooling for three years must be presented for person chosen unless parent's students are enrolled or have been enrolled in Putnam County School District Home Education Program.

I understand that upon notification of portfolio review, portfolio must be presented as requested in order to avoid the possibility of student being required to enroll in a "school option" that requires attendance. Student would then be ineligible to home school for 180 days.