



May 2018

Dear Parent or Guardian:

According to Section §22.1-254.1 of the Code of Virginia, a parent providing home instruction to his/her child(ren) is required to submit evidence of academic achievement to the division superintendent by **August 1** following the school year in which the child has received home instruction. For the 2018-2019 school year parents may provide either:

- (i) evidence that the child has attained a composite score in or above the fourth stanine on any nationally normed standardized achievement test or
- (ii) an evaluation or assessment which the division superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

If you have home-instructed in PWCS for the 2017-18 school year, all evidence of achievement documents must be submitted **no later than August 1, 2018**.

Parents electing to provide home instruction for the 2018-2019 school year are required to provide annual notice no later than **August 15, 2018**. Below, you will find a list of the documents that must be submitted. *A letter of compliance will be sent to you electronically if an e-mail address is provided.*

- 1) **Notice of Intent to Provide Home Instruction for the 2018-19 school year** - The attached form or an alternate means of notification may be utilized for this purpose.
- 2) **Description of Curriculum/ Program of Study** - A sample form is attached for your convenience. Another written format may be used to provide this information. Please note that due to recent changes in the Code of Virginia parents need only submit a list of subjects to be studied during the coming year.
- 3) **Certificate of Immunization - If information has been submitted during a previous school year this information does not need to be provided.** A sample form is attached for use if needed. Parents must comply with immunizations requirements provided in §32.1-46 in the same manner and to the same extent as if the child had been enrolled in and attending school per §22.1- 271.4.

If you plan to discontinue home instruction for the 2018-2019 school year please complete the Notice of Intent to Discontinue Home Instruction or provide an alternate written notification to the Office of Student Services.

Materials may be submitted using any one of the three below methods:

1. By Mail - Office of Student Services, P.O. Box 389, Manassas, VA 20108
2. By Fax – 571.285.0246
3. By E-mail – pwshomeinstruction@pwcs.edu

Please call Joyce Miller-Roy 703.791.7269 or e-mail pwshomeinstruction@pwcs.edu if you have any questions regarding this information or if we may be of further assistance.

Sincerely,

Dr. Deborah Ransom
Rebekah W. Schlott