



SPRINGFIELD PUBLIC SCHOOLS, SPRINGFIELD, MASSACHUSETTS

ANNUAL HOME-SCHOOLING NOTIFICATION FORM

In accordance with state law, no child may begin a home instruction program prior to its review and approval by the Superintendent or designee. Pursuant to Massachusetts General Law c.76 § 1, the School Committee designates the Superintendent of Schools to determine that a home-schooling program meets the minimum standards established for public schools in the Commonwealth of Massachusetts.

Directions: Please complete this form for each child being Home Schooled. Attach all supporting documents and email them to the Home School Office at homeschool@springfieldpublicschools.com or mail them to:

Office of Instruction
Springfield Public Schools
1550 Main Street
Home School Office, 3rd Floor
Springfield, MA 01103

Please check:

- New Notification Form
- Renewal Notification Form (Annual evaluation of each student's academic progress from the previous year must be submitted along with the supporting documents.)

Is the student currently enrolled in a Springfield Public School? Yes No
If no, **contact Student Assignment Services (SAS)** to register the student and verify residency prior to completing this form. Please call SAS at 413-787-6959 to start the registration process.

Once the student is registered with the Springfield Public Schools, continue with this form.

Academic Year: _____ Springfield Student ID number: _____

Application Date: _____ Desired date for beginning home instruction: _____

Parent/Guardian Information

Name of Parent/Guardian(s): _____

Address: _____ Zip: _____ Phone number: _____

Email address of Parent/Guardian: _____

Student Information

Name: _____
 First Middle Last DOB Grade

Name of the current school child is enrolled in: _____

Does your child currently receive Special Education Services? Yes No

If yes, please attach documents or provide the name of the district where IEP is held. _____

Required supporting documents: Please send the below information along with this form to the Office of Instruction via the Home School email address homeschool@springfieldpublicschools.com.

1. Description of the academic background, life experience, and/or qualifications of those who will be instructing the child (ex. resume, academic background, life experience, and/or qualifications), as they relate to the instructional program below; and

2. Description of the proposed curriculum (including each subject’s scope, major goals, objectives, and schedule). The number of hours of instruction in the proposed curriculum must equal at least 900 hours at the elementary level and 990 hours for the middle and high school levels; and
3. Description of the educational materials and instructional methods to be used; and
4. Method of assessments to be used to ensure educational progress and the attainment of minimum standards as outlined by the State of Massachusetts.

Link to the Massachusetts standards guides for families, which detail the standards at each grade level for each subject area: <https://www.doe.mass.edu/highstandards/default.html>

Please note: By June 30th, the Parent/Guardian is required to provide the Office of Instruction with an annual evaluation of the student’s academic progress (listed above). A Renewal Notification Form with supporting documents for the upcoming academic year must also be provided if the Parent/Guardian wants to continue with Home Schooling for the upcoming school year.

The following signature confirms student registration and the intent to provide a minimum of 900 hours of instruction at the elementary level and 990 hours at the middle or high school level. I understand that I am required to notify the school district, in writing, of any changes in the student’s address within five (5) calendar days of the change. I understand that this certification will be relied upon for the purpose of determining the eligibility to attend a Home Education Program. I hereby certify that I can, and will upon request, substantiate all statements made on this application and that such statements are true, accurate, and complete and are made in good faith.

Parent/Guardian Signature: _____ **Date Submitted:** _____

Please note: Students who are homeschooled are not entitled to a Springfield Public Schools diploma upon completion of their high school education.

*Please do not write below this line

For Central Office Use Only-Do not complete the section below

Date Received: _____ **Date Accepted:** _____

Missing Documents: ___ Yes ___ No

Check missing documents:

- _____ Proof of residency
- _____ Description of the academic background, life experience, and/or qualifications of those who will be instructing the child (ex. resume, academic background, life experience, and/or qualifications), as they relate to the instruction program below.
- _____ Description of the proposed curriculum (including each subject’s scope, and major goals and objectives) and schedule. The number of hours of instruction in the proposed curriculum must equal at least 900 hours at the elementary and 990 hours for middle and high school.
- _____ Description of the educational materials and instructional methods to be used.
- _____ Method of assessment of the child to ensure educational progress and the attainment of minimum standards as outlined by the state of Massachusetts.

Date Parent/Guardian is given notice of missing documents: _____

Phone: _____ **Email:** _____

Date of notification to Student Assignment Services (SAS) office: _____

Additional comments: _____