

## The School District of Philadelphia

# *Welcomes*

## Home School Education Program Supervisors

Our Staff is available to assist with Home School Documents and Inquiries:

1. Email us: [homeschooling@philasd.org](mailto:homeschooling@philasd.org)
2. Phone: 215-400-4200 or 215-400-6695
3. The School District of Philadelphia  
Chief Academic Support Office  
**ATTN:** Home School Education Program  
440 North Broad Street, 2<sup>nd</sup> Floor – Suite 210  
Philadelphia PA 19130

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Home School Ed. Program Renewal/Opening Documents,  
(Affidavit + Educational Objectives and Health Records) are due August 1<sup>st</sup> of each  
academic year.

Student's end of the year **Home Schooling Evaluation**  
**Certification** is due by June 30<sup>th</sup> of each academic year.

**Supervisors/Parents** are urged to submit copies only, the District  
will not Xerox and/or return documents that are required annually.

## Dear Home Schooling Supervisor:

To ensure compliance with state law, please read the below summary of The School District of Philadelphia's policy and procedures for homeschooling.

Unless your child or children are already in an approved Homeschooling program, Pennsylvania law requires that they remain in their current public or licensed private school until you are notified that your Home School Education Program Affidavit packet is complete.

A Home School Education Program Affidavit Packet includes a notarized affidavit, student information sheet immunization records and educational objectives for each required subject, for each student.

### The following time requirements must be closely followed:

1. The affidavit must be filed prior to commencement of the Home Education Program.
2. A renewal affidavit must be filed no later than **August 1<sup>st</sup>** of each year.
3. Your child must have a standardized test in grades 3, 5, and 8. (*Your child can be tested in your local public school; you must notify the principal by January of the Academic Year*).
4. The documentation you must submit at the end of each school year (**Home Schooling Evaluation Certification**) must be received by **June 30<sup>th</sup>** to ensure the timely student accounting with the State Department of Education. Remember, the Pennsylvania Homeschooling Act places the responsibility with you to maintain the necessary documentation and obtain the necessary testing and evaluation.
5. If your child has been identified as a special education student, under the Education of the Handicapped Act, your annual affidavit must also include notification of approval of your child's program/educational objectives by a certified special education teacher or licensed clinical school psychologist.
6. Please be advised if you should discontinue or your home schooling program or enroll your child in another school i.e. Cyber Charter, Private School, Charter School, out of state school or your local school you must immediately notify the Homeschooling office at (**homeschooling@philasd.org**), or phone (**215-400-6695**) to close your homeschooling record for the academic year.

# HSE Student Information Sheet

*(PLEASE RETURN WITH AFFIDAVIT)*

## Parent(s)/Home Schooling Supervisor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Phone(s) #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student(s) Name(s)	Female/Male	DOB & Age	Last Grade Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Present or Neighborhood School: \_\_\_\_\_

Your child must have a standardized test in grades 3, 5, and 8. Do you wish to have your child tested in your local public school?

- No
- Yes, I understand it is my responsibility to notify the principal by January of the Academic Year.

Has your student(s) been identified as needing special education services?

- No
- Yes: as required, my Home Education Program/Education Objectives includes a written notice of approval from a Certified Special Education Teacher or School/Clinical Psychologist.

# Affidavit of the Supervisor of a Pennsylvania Home Education Program

Name of Supervisor: \_\_\_\_\_

Telephone number of the home education site: \_\_\_\_\_

Address of the home education site: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age/DOB: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age/DOB: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age/DOB: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age/DOB: \_\_\_\_\_

I certify that the subjects as required by law are offered in the English language, that an outline of proposed educational objectives by subject area is included; that each child has been immunized in accordance with the provisions of section 1303 (c) and (d) and has received the health and medical services required for such students of the child's age or grade level in Article XIV or has a medical, religious, strong moral or ethical exemption; that the home education program shall comply with the provisions of Act 169 Section 1327.1 and that this affidavit shall be satisfactory evidence thereof.

This certifies that I, all adults living in the home and persons having legal custody of the child or children in the home education program have not been convicted of the criminal offenses enumerated in subsection (e) of section 111 within five years immediately preceding the date of this affidavit.

I attest that I have a high school diploma or its equivalent.

Commonwealth of Pennsylvania County of: \_\_\_\_\_

Before me, the undersigned notary public, this day personally appeared the above-named Supervisor, to me known, who being duly sworn according to law, deposes and says: that the home education program shall comply with the provisions of Act 169.

Supervisor's signature: \_\_\_\_\_

Sworn and subscribed to before me: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public: \_\_\_\_\_

Seal:

# Proposed Educational Objectives by Subject Area

Student: \_\_\_\_\_ Academic Year: \_\_\_\_\_

*[The affidavit includes] an outline of proposed education objectives by subject area... The required outline of proposed educational objectives shall not be utilized by the superintendent in determining if the home education program is out of compliance with this section and section 1327. -- Act 169 of 1988*

## READING

- Student will continue to read from a variety of sources, fiction and non-fiction, for information and for pleasure, both silently and aloud.
- Student will explore the English language through writing, reading, speaking, and listening using various media.

## WRITING

- Student will gain more experience with various kinds of writing, both by hand and on the computer.

## SPELLING

- Student(s) will use various resources to determine the correct spelling of words he wishes to use in his writing.

## ARITHMETIC

- Student(s) will do mathematics work at a level appropriate for his ability.
- Student(s) will use problem solving mathematics skills in daily life applications.
- Student(s) will conduct his own financial transactions.
- Student(s) will use mathematical concepts in free play, using manipulative such as LEGO blocks.
- Student(s) will use measurement in cooking and other practical situations.

## SCIENCE

- Student(s) will increase his scientific knowledge through experimentation, observation, museum visits, classes and reading.

## GEOGRAPHY

- Student(s) will expand his geographic knowledge of his community, his country, and the world through travel, maps, and stories.
- Student(s) will continue to use maps and other resources to navigate roads and public transportation on outings and family trips, both local and out-of-state.

## **HISTORY**

- Student(s) will add to his basic understanding of the history of PA, the USA, and the world through reading and discussion, and possibly field trips.

## **CIVICS**

- Student(s) will play an active role in his community, appropriate for his age and ability.
- Student(s) will begin to gain a basic understanding of local, state, and federal government.

## **SAFETY EDUCATION**

- Student(s) will continue to learn about various aspects of safety, including the dangers and prevention of fires.

## **HEALTH & PHYSIOLOGY**

- Student(s) will learn about taking care of himself/herself, including the dangers of tobacco, alcohol and drugs, and the advantages of good nutrition and other health practices.
- Student(s) will learn about the human body, at a level appropriate for his/her age and ability.

## **PHYSICAL EDUCATION**

- Student(s) will have regular physical activity aimed at developing health, coordination and strength.

## **MUSIC**

- Student(s) will be exposed to a variety of musical styles, through recorded music and possibly attending live performances.
- Student will have the opportunity to pursue his own musical interests.

## **ART**

- Student(s) will use a variety of media to make creations of his own choosing.

## **ENRICHMENT**

- Student(s) will not be limited to these activities; rather throughout the year we will take advantage of whatever opportunities and resources seem appropriate at the time.

# Education Objectives

**Student Name:** \_\_\_\_\_ **Academic Year:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

## **English**

Read wide variety of books and other types of literature. Utilize library.

Improve spelling.

Improve knowledge of grammar. Improve writing skills.

Improve reading skills.

## **Arithmetic**

Improve computation skills. Master newly introduced topics.

## **History – Geography - Civics**

Increase knowledge of American & Pennsylvania history. Study historical topics of interest.

Improve map skills.

Increase knowledge of U.S. geography. Increase knowledge of world geography.

Continue to explain the rights and responsibilities of citizens to students.

## **Science**

Continue to expose student to concepts in science. Read interesting books/ articles on scientific topics.

Continue to instruct student how to study scientific topics.

## **Safety Education**

Continue to instruct student regarding safety issues including fire safety.

## **Health - Physical Education**

Continue to instruct student in areas relating to health and hygiene.

Incorporate exercise into daily routine.

Continue to allow student freedom to exercise out-of-doors, weather permitting.

## **Music - Art**

Increase appreciation for music as a form of expression. Utilize music as a form of expression.

Increase appreciation for art as a form of expression. Utilize art as a form of expression.

# Home Education Program

## Special Education Program Approval

I have evaluated the educational objectives for \_\_\_\_\_ and have determined that they meet his/her specific needs for the academic year.

I certify that I fulfill the requirements of the home-school law, 1327(d), being a:

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

Name of Teacher/Psychologist: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



The School District of Philadelphia  
Chief Academic Support Office  
**HOME SCHOOL EDUCATION PROGRAM**  
440 N. Broad Street  
Philadelphia, Pennsylvania 19130

TELEPHONE (215) 400-4200

[HOMESCHOOLING@PHILASD.ORG](mailto:HOMESCHOOLING@PHILASD.ORG)

Dear Homeschooling Supervisor:

The Home School Education Program for The School District of Philadelphia would like to provide you with some guidance for completing your home schooling program or programs for each Academic Year.

Your **Home Schooling Evaluation Certifications** are to be submitted to the home schooling office by no later than June 30<sup>th</sup> of each academic year. Please submit your **Home Schooling Evaluation Certification** as early as possible. This will insure you receive prompt service when submitting your **Home Schooling Evaluation Certification**. Also, if you plan to homeschool next academic year, please submit your affidavit & objectives for next academic year at the same time as your **Home Schooling Evaluation Certification** for the current academic year. I understand that the affidavit & objectives are not due until August 1<sup>st</sup>, but as stated before, this will insure you receive prompt service and streamline the process for you and for me.

Please use one of the three methods below (in order of preference) when submitting your **Home Schooling Evaluation Certification**.

1. Schedule an appointment with Mr. Shawn Baker to have your **Home Schooling Evaluation Certification** reviewed in person at 440 N. Broad St. All **Home Schooling Evaluation Certification** will be reviewed and returned, and a receipt will be provided at the time of the appointment.
2. E-mail. **Home Schooling Evaluation Certification** will be reviewed in the order your E-mail was received. Your receipt will be sent to you Via E-mail. ([homeschooling@philasd.org](mailto:homeschooling@philasd.org))
3. **Regular Mail. (LEAST OPTIMAL METHOD)** Please do not use this method of submitting your **Home Schooling Evaluation Certification**, unless absolutely necessary. All mail will be reviewed last. Receipts will only be provided if you send a self-addressed stamped envelope for the return of your Home Schooling Evaluation Report. All **Home Schooling Evaluation Certification** that are received by mail will be recycled, if not picked up by the 1<sup>st</sup> of September of each academic year.

Lastly, please know that students in grades 3 and 7 require a dental exam and students in grades 6 and 11 require a medical exam.

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Evidence of program completion as required by The Pennsylvania Department of Education for the current year includes the submission of a *Home Schooling Evaluation Certification*. The *Home Schooling Evaluation Certification* must be completed by a licensed clinical or school psychologist or by a teacher qualified to teach in Pennsylvania.

Please be advised if you should discontinue or your home schooling program or enroll your child in another school i.e. Cyber Charter, Private School, Charter School, out of state school or your local school you must immediately notify the Homeschooling office at ([homeschooling@philasd.org](mailto:homeschooling@philasd.org)), or (215-400-6695) by phone to close your homeschooling record for the academic year.

Also, parents of private tutor students must provide written assurance to The School District of Philadelphia by June 30<sup>th</sup> of each school year that the instructional requirements for their students have been met.

Please be advised that if we do not receive your Home Schooling Evaluation Report in a timely fashion, and we have no information that your child is enrolled in another educational program, we may be obligated to call The Department of Human Services to report possible educational neglect.

Contact can be made via email ([homeschooling@philasd.org](mailto:homeschooling@philasd.org)), or (215-400-6695) by phone. Remember, The Pennsylvania Home Schooling Act places the responsibility with you to maintain the necessary documentation and evidence for completion of a home schooling program.

**Best Wishes for a successful homeschooling year**

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Philadelphia, Pennsylvania 19130

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**HOMESCHOOLING@PHILASD.ORG**

Dear Homeschoolers:

As many of you already know on October 31, 2014, Governor Tom Corbett signed into law House Bill 1013. This bill addresses the change to the documentation you will need to submit to The Philadelphia School District by June 30 of each year.

The law eliminates The School District of Philadelphia's review of your student's portfolio at the end of the school year. You will continue to be required to have your student's homeschooling program evaluated by a **licensed clinical or school psychologist or by a teacher qualified to teach in Pennsylvania.** You must continue to compile and maintain the same records and materials in your student's portfolios, i.e., standardized tests, book logs, attendance logs and any other information your evaluator requires for the evaluation of your student and his/her portfolio.

Only the evaluator's **Home Schooling Evaluation Certification** for your student needs to be submitted to The School District of Philadelphia by June 30 of each year.

However, there are now more stringent rules regarding the time frame of the submission of the **Home Schooling Evaluation Certification**. If you fail to submit the **Home Schooling Evaluation Certification** to The School District of Philadelphia by June 30, ***"the superintendent shall send a letter by certified mail" "stating that the certification is past due and notifying the supervisor to submit the certification within ten (10) days of receipt of the certified letter. If the certification is not submitted within that time, the board of school directors shall provide for a proper hearing..."*** The 10 days after June 30 will be a strict deadline, which The School District of Philadelphia will adhere to.

So, what does this mean to you? If you miss the deadline and receive a certified letter from The School District of Philadelphia, you will only have ten days to put together a portfolio (log, samples of work, and in 3rd, 5th, and 8th grades, standardized test results), hire an evaluator, have the evaluation (where the evaluator interviews your child, reviews the portfolio, and gives you a certification letter), and submit the **Home Schooling Evaluation Certification** to The School District of Philadelphia.

It is our recommendation that you submit your **Home Schooling Evaluation Certification** to The School District of Philadelphia as soon as it is completed. This will ensure less work for you and for The School District of Philadelphia.

There is also a new parent issued diploma for homeschoolers. Please refer to the homeschooling law for more details.

Contact can be made via email ([homeschooling@philasd.org](mailto:homeschooling@philasd.org)), or phone (215-400-6695). Remember, the Pennsylvania Home Schooling Act places the responsibility with you to maintain the necessary documentation and evidence for completion of a home schooling program.

**Best Wishes for a Successful homeschooling year.**

**[homeschooling@philasd.org](mailto:homeschooling@philasd.org)**

# HOME EDUCATION EVALUATION (Elementary)

**Student's Name:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Academic Year:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I have conducted an evaluation of the home education program for the above student. The program consisted of instruction in the required subjects for the time required by Act 169 of 1988. As required by Act 169 of 1988, the student's

## **Portfolio includes:**

- A log, which designates the reading materials used.
- Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.
- The results of nationally standardized achievement tests in reading/language arts and mathematics or the results of statewide tests administered in these grade levels (required only in grades 3, 5, and 8).

Based on my review of the portfolio and my interview with the student, I have determined that the student has demonstrated sustained progress in the overall program. Therefore, I hereby certify that an appropriate education has occurred.

**Evaluator's Name:** \_\_\_\_\_

**Evaluator's Signature:** \_\_\_\_\_

# HOME EDUCATION EVALUATION

## (Secondary)

Student's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Grade: \_\_\_\_\_

I have conducted an evaluation of the home education program for the above student. The program consisted of instruction in the required subjects for the time required by Act 169 of 1988. As required by Act 169 of 1988, the student's

### Portfolio includes:

- Interview with student & review of the portfolio.
- Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student. A log that designates the reading materials used.
- 180 days or 990 hours of documented time (required by sections 1327 & 1327.1 of the school code.)

Based on my review of the portfolio and my interview with the student, I have determined that the student has demonstrated sustained progress in the overall program. Therefore, I hereby certify that an appropriate education has occurred.

Evaluator's Name: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_







[Homeschooling@philasd.org](mailto:Homeschooling@philasd.org)