Dear Parent/Guardian:

You have requested that your child or children be educated at home under the provisions of Section 1327.1 of the Pennsylvania Public School Code. For your information, a copy of the Board’s Policy and administrative guidelines governing Home Education Programs are on the district’s web site, www.dasd.org.

In order to fulfill the requirements of compulsory attendance, you must comply with all provisions of the law applicable to your program of home education. Some of these are described in the Board’s policy and in the district’s administrative guidelines, but are not a complete statement of relevant law. It is your responsibility to know that law.

Annually by August 1, the parent/guardian of the child must submit to the district Superintendent a notarized affidavit, as required by law. The parent/guardian may use the attached applicable form of affidavit to satisfy this requirement.

The School Code places many responsibilities on the supervisor of a home education program. For example, the supervisor must submit portfolios and evaluations to the district Superintendent at the conclusion of each public school year and otherwise as set forth in the relevant law. The portfolio to be maintained must include records and materials consisting of a log, made contemporaneously with the instruction, which designates by title the reading materials used; samples of any writings, worksheets, workbooks, or creative materials used or developed by the student; and, in grades 3, 5, and 8, results of nationally normed standardized achievement tests in reading/language arts and mathematics. The supervisor of the home education program must select the test to be administered from statewide tests administered in these grade levels, or from a Pennsylvania Department of Education list of a minimum of nationally normed standardized tests. The child’s parent/guardian shall not administer the test.

The supervisor of the home education program must also arrange for an annual written evaluation of the student’s educational progress by a licensed clinical or school psychologist; a Pennsylvania certified teacher at the elementary or at the secondary level, as appropriate, with the experience specified in the relevant law; a nonpublic school teacher or an administrator with two (2) years of teaching within the last ten (10) years at the elementary or the secondary level, as appropriate, with the experience specified in the relevant law; or another person with the agreement of the Superintendent.
Please call the district administrative office if you have questions regarding the information to be filed with the district. The primary contact person for this purpose is as follows:

(Name)  (Address)  (Phone Number)

Thank you for your inquiry regarding a home education program.

Sincerely,

Superintendent