



HOME EDUCATION CHECKLIST

Use this checklist to establish and develop a Home Education Program for your student(s).

Before you start your Home Education program, ask yourself these questions:

- 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?
- Will you, your spouse, or another homeschooling parent have adequate free time to teach your child?
- Do other families in your area homeschool their children?
- Is there a support group of home educators near you?
- Have you checked your local library, parks department, scouting organizations, public and private schools, and similar resources for outside instructional support?
- Have you searched the internet for resources on instruction, legal issues, support groups, and other matters?
- Have you identified other resources you will need?

If you are ready to Home Educate your student(s) have you completed the following:

- 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
- If the student is still a current student at a Private or Public school, have you contacted the school administration to withdraw the student?
- If you have decided on a Virtual Curriculum, have you completed the registration process with the virtual curriculum?
- Discuss how books and materials will be chosen with your spouse, etc.?
- Decide on courses your student will participate in?

Use this checklist to maintain an ACTIVE Home Education Program for your student(s):

- 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 may be 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.

- Preserve each student's portfolio for two years.

Are you wishing to move your Home Educated student back to a Brick and mortar school? Are you moving to another state and/or school district? Did you Home Educated student complete their Home Education program? Have you completed the following?:

- Submit a letter of termination and annual evaluation upon completion of the home education program to the district. (**This applies to students who have completed their entire Home Education program**)
- Submit a letter of termination for the student(s) who plan on returning to a brick and mortar school (Public or Private School)
- Notify the new Brick and Mortar school (Public or Private) that the student will be withdrawing from the Home Education Program, and enrolling with the new school.
- Do you have the Official transcripts and/or Annual Evaluation completed by a certified teacher which verifies the student(s) grade level?
- Should there be a change of residence, but do not wish to terminate the home education program, the parent should notify the new district to which the child is moving to that they are transferring their home education program to the new district, and the new district home education contact must request the records from the previous district notifying the old district that the student no longer resides in the previous district. Records are transferred, and the previous district shall simply close out the student's files. A home education transfer between districts does not require the parent to terminate the home education program (as they are not terminating; simply moving) and the parent does not need to provide an annual evaluation to the previous district.