FREE CHECKLIST FOR NEW YORK FAMILIES

Starting homeschool mid-year in New York

Districts must respond to a letter of intent and IHIP at any time during the school year. Compulsory attendance generally starts the school year a child turns 6 (on or before December 1).

- [ ] **WITHIN 14 DAYS OF STARTING**

  Notify your current school and send your Letter of Intent to your superintendent.

  If your child is enrolled in a public or private school, notify that school in writing that you are withdrawing for home instruction. Under 8 NYCRR 100.10(b)(2), parents starting during the school year must send a written notice of intention to the superintendent of their school district of residence within 14 days of starting home instruction.

- [ ] **WITHIN 10 BUSINESS DAYS**

  Receive Section 100.10 and the district's IHIP form.

  Within 10 business days of receiving your letter of intent, the school district must send you a copy of 8 NYCRR 100.10 and an Individualized Home Instruction Plan (IHIP) form for each child.

- [ ] **WITHIN 4 WEEKS OF RECEIVING FORM**

  Submit your completed IHIP to the school district.

  List each child's name, age, and grade; syllabi, curriculum, or textbooks for required subjects; instructor name(s); and evenly spaced quarterly report dates for the remainder of the year. The district has 10 business days to confirm compliance or list deficiencies (if needed, you have 15 days to revise).

- [ ] **DAY ONE**

  Start keeping attendance records, weekly notes, and book lists.

  Maintain attendance records at home (available to the district upon request) and note what you covered each week. Full-year rules require the substantial equivalent of 180 days (900 hours for grades 1 to 6; 990 hours for grades 7 to 12), and weekly hours should be generally comparable to the public school. Save your prior school's attendance records and check with your district if you want clarity on partial-year hours.

- [ ] **REMAINING QUARTERS + YEAR-END**

  File proportional quarterly reports and your annual assessment.

  Under NYSED guidance, the number of quarterly reports is proportional to the remaining school year (for example, 3 reports if starting after the first marking period). Include hours, materials covered, a grade or narrative, and a note if less than 80% of planned work was covered. File your annual assessment (approved norm-referenced test, or written narrative where allowed in grades 1 to 3 or every other year in grades 4 to 8) with your final quarterly report.

Need help preparing your IHIP draft or quarterly reports? Evergreen prepares New York IHIPs and quarterly reports from your notes, ready for you to review, sign and file. Visit **evergreenhomeschoolrecords.com/start-homeschool-mid-year**.

FREE CHECKLIST FOR PENNSYLVANIA FAMILIES

Starting homeschool mid-year in Pennsylvania

You can begin homeschooling in Pennsylvania at any time during the school year, as long as your affidavit or unsworn declaration is filed with your superintendent first.

- [ ] **BEFORE STARTING**

File a notarized affidavit or an unsworn declaration with your superintendent.

Submit an initial notarized affidavit or PDE unsworn declaration (same items, signed under penalty of perjury without notarization) to your district superintendent BEFORE beginning home education (future annual filings are due August 1). A home education program does not legally exist, and no days or hours count, until it is submitted. Notify your child's current school of the withdrawal/transfer once filed.

- [ ] **INCLUDED WITH FILING**

Attach your subject objectives outline and health/immunization evidence.

Include the supervisor's name (high school diploma or equivalent), child's name and age, home address and phone, English-language statement, compliance assurance, 5-year criminal history certification, an outline of educational objectives by subject, and immunization/health evidence (or exemption). (Students identified under IDEA as needing special education services, excluding gifted, have additional affidavit approval rules.)

- [ ] **DAY ONE**

Start a contemporaneous log and save dated work samples by subject.

Keep a log made at the same time as instruction listing reading materials by title, plus dated work samples (writings, worksheets, workbooks, creative work) across required subjects. A full year requires 180 days, or 900 hours (K to 6) / 990 hours (7 to 12). Neither the statute nor PDE's guide specifies a prorated formula for mid-year starts, so save prior school attendance dates and check with your district or evaluator.

- [ ] **GRADES 3, 5, AND 8**

Plan standardized testing in reading/language arts and math.

Students in grades 3, 5, and 8 must take the statewide tests or a PDE-approved nationally normed test (administered by someone other than the parent or guardian). Keep the results in your portfolio.

- [ ] **BY JUNE 30**

Complete your annual evaluation and file the certification with your superintendent.

Meet a qualified evaluator (not you or your spouse) for a portfolio review and child interview. Submit the evaluator's written certification to your superintendent by June 30, and keep the portfolio on file.

Want your affidavit info sheet and portfolio log set up for you? Evergreen keeps your log and work samples organized and prepares paperwork ready for you to review, sign and file. Visit **evergreenhomeschoolrecords.com/start-homeschool-mid-year**.