



# ADMINISTRATIVE PROCEDURES

**SUBJECT: Home Schooling**

The Education Act, under Section 21(2)(a) states that:

*“A person is excused from attendance at school if, (a) the person is receiving satisfactory instruction at home or elsewhere.”*

1. Each year, the number of students involved in Home Schooling is reported to the Ministry of Education.
2. On an ongoing basis, throughout the year, the Superintendent of Education with Responsibilities for Home Schooling will issue letters of acknowledgement in response to parents' written notification of intent to provide home schooling. Notification of intent and acknowledgement must be confirmed each school year.
3. The notification of intent to provide home schooling from a parent/guardian must be retained by the school for audit purposes (retention is current plus 2 years). It is recommended that schools maintain a Home Schooling binder, sorted by year, which includes the written notification of intent to provide home schooling as well as a copy of the letter of acknowledgement for each family.
4. Each Fall schools will receive a list of home-schooled students who are on the LKDSB list. Students who are already confirmed as home schooling for the current school year will be highlighted. For all other students on the school's list, principals are asked to:
  - contact the homes on the school's list and review the information with each family
  - make any changes (grade level, address)
  - encourage the parent to enroll their child(ren) in one of our public schools
  - identify if a student on the list has returned to school
  - return the updated list to the Superintendent's office

5. If the parent/guardian of any student of compulsory school age withdraws their child(ren) from school to have home schooling, principals are to:
  - request that the parent(s) submit notification of intent to provide home schooling to the school principal, indicating that they plan to provide satisfactory instruction at home; (Appendix A)
  - submit name/sex/age of the student(s) to the Superintendent of Education with responsibilities for Home Schooling; (Appendix B)
  - upon receipt of the written notification of intent to provide home schooling withdraw these students from the school register (use withdraw code 66)
  - compulsory school aged children will not be withdrawn from the school register until the written notification of intent to provide home schooling is received; if a family indicates an intention to provide home schooling, but does not provide written notification, the principal will make a referral to the attendance officer.
  
6. Parents who indicate to the principal that they wish to teach their children at home should be encouraged not to withdraw their child(ren) from school. Principals should emphasize the social and emotional needs of children are best met through interaction with their peers and that teachers are trained educators who have the best interest of child(ren) at heart.
  
7. Parents who decide to withdraw their child(ren) from school should be assured that the school is willing to provide them with as much information as possible: (Appendix C)
  - list of curriculum guidelines and addresses of where to obtain them;
  - list of curriculum documents available on the Ministry of Education website;
  - list and addresses of Home Schooling support groups
  
8. Parents should be encouraged to visit the home school for consultations.
  
9. Parents must be informed that children may participate in the assessments for students in Grades 3, 6 and 9, or in the Ontario Secondary School Literacy Test (normally given to students in Grade 10), that are administered by the Education Quality and Accountability Office (EQAO). A list of dates of when these tests are taking place in the current school year will be made available upon request.
  
10. Parents will provide written notification by September 30<sup>th</sup> of each school year to the school principal of their intention to have their child(ren) participate in EQAO assessments.

11. Parents must be informed that:
  - a) children taught at home will not be allowed to participate in clubs, extra-curriculars, fields trips or attend classes (ie. French, Music) on a part-time basis if they are not registered students.
  - b) similarly, a student enrolled in any online course(s) offered by the board or in partnership with the board is not considered home schooling.
12. Principals are requested to indicate to parents who wish to teach their child(ren) at home that they will be assessed for appropriate placement should the parents decide to enroll their child(ren) in the regular day school program.
13. Parents are to be informed that secondary school credits cannot be granted to students who are on home schooling. *Prior Learning Assessment and Recognition (PLAR) (Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements, 2016 S, 7.2.5)* may be a way for home schooled students to earn credits if they decide to attend a secondary school before being eligible for a secondary diploma.

Implementation Date: September 23, 1998

Revised: November 2002, April 2007, January 2013, February 2018, October 2, 2023

Reference: LKDSB Policy and Regulation, PPM 131: Home Schooling

**Appendix A****Notification of Intent to Provide Home Schooling**

To: Lambton Kent District School Board

I/We herewith provide the names, gender, and date of birth for *each child* of compulsory school age for whom *I/we* intend to provide home schooling.

First and Last Names (Please print)	Grade	Date of Birth

Name of parent/guardian: \_\_\_\_\_

Home address: \_\_\_\_\_

Mailing address (if different from home address): \_\_\_\_\_

Telephone: \_\_\_\_\_

Parent email: \_\_\_\_\_

I/we wish to notify the Lambton Kent District School Board that I/we will be providing home schooling for our child(ren) starting in \_\_\_\_\_. I/we understand that I/we assume sole and full responsibility under the Education Act to provide satisfactory instruction for our school-age child(ren) and do hereby declare our intent to do so.

Signature of parent/guardian: \_\_\_\_\_

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



<p><b>Home Schooling Information Admin Form</b></p>
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When information is received about a child(ren) of compulsory school age being instructed at home, please prepare and send the following information sheet to the Administrative Assistant for Secondary Student Achievement. The office will establish a file by school year in order to have this information readily available for the annual Ministry Board Report.

**TO: Superintendent of Education**

- ◆ SCHOOL YEAR: 20 - 20
- ◆ SCHOOL WHERE CHILD(REN) WOULD NORMALLY ATTEND:

**CHILDREN:**

1.	NAME: _____	Grade: _____
	D.O.B.: _____	Gender: _____
2.	NAME: _____	Grade: _____
	D.O.B.: _____	Gender: _____
3.	NAME: _____	Grade: _____
	D.O.B.: _____	Gender: _____

**FAMILY & RESIDENCE:**

PARENT 1: \_\_\_\_\_

PARENT 2: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
(#) (Street) (P.O. Box/Apt.#)

\_\_\_\_\_  
(City/Town/Village) (Postal Code)

TELEPHONE NO.: (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

<p>Lives with:</p> <p>___ Parent 1</p> <p>___ Parent 2</p> <p>___ Both Parents</p> <p>___ Other</p>
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\_\_\_\_\_  
(Principal's signature)

\_\_\_\_\_  
(Date)

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***Please ensure that all information is correct and complete!***

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## HOME SCHOOLING RESOURCES

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### **Support & Materials**

The LKDSB does not provide support or materials for home schooled students.

### **Ministry of Education, General Inquiries**

Public Inquiries Unit, 2nd Floor, 880 Bay Street, Toronto, Ontario M7A 1N3

**Telephone:** 1-800-387-5514, or (416) 325-2929 in Toronto or outside Ontario.

**Telecommunications Device for the Deaf (TDD/TTY) -** 1-800-263-2892

**Fax:** 416-325-6348

**E-mail:** [info@edu.gov.on.ca](mailto:info@edu.gov.on.ca)

**Web Site:** <https://www.ontario.ca/page/education-and-training>

### **The Ontario Federation of Teaching Parents**

The OFTP is a provincial group which provides support and information on home-based education to home schooling parents.

Web site: [www.ontariohomeschool.org/](http://www.ontariohomeschool.org/)

### **Independent Learning Centre**

The ILC provides Ministry of Education approved courses, for a fee.

**Web site:** <http://www.ilc.org>

### **EQAO – Education Quality and Accountability Office**

Contact schools for dates. EQAO tests are done in May for elementary students and at the end of each term and March for secondary students. Schools should be notified by September 30<sup>th</sup> to order extra tests for Home Schooled students. To find your designated Home School call the LKDSB @ 1-519-354-3770.

### **Publications Ontario – Curriculum and Resources**

Publications Ontario provides copies of the Ministry of Education's curriculum guidelines free of charge.

**Web Site:** <https://www.dcp.edu.gov.on.ca/en/>