

HOME-BASED EDUCATION APPLICATION/CONTRACT

**Directions:**

Please completely read application/contract for home-based education. Complete this form, attach any supportive documents, and forward it to the Director of Curriculum, 22 Ashley Street, Westfield, MA 01085 at least 30 days prior to the planned start of a home-based education program.

1. **Parent (s) name (s) and address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone** \_\_\_\_\_

2. **Name(s) of student(s)** who will be taught at above designated home, the current comparable public school grade level(s), and date of birth.

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

3. Academic year for which approval is sought: \_\_\_\_\_ through \_\_\_\_\_  
month/year month/year

Home-Based Education Plans are approved for the current academic year only and must be renewed annually.

4. **Teachers:** Attach a statement providing the following information about any persons who will serve as teachers in this program:

Name, teaching responsibility, college degrees (if any), college major and minor, past teaching experience (if any) and any other evidence to describe their teaching competence for the task to be assigned.

5. **Subjects to be taught:** Attach a description of each subject to be taught including: The scope, major goals and objectives for the child, the materials and methods to be used in each area.

6. **Schedule of Instruction:** Attach a description of the schedule you plan for instruction

during the period for which approval is requested, including the number of hours and days planned. (The Commonwealth of Massachusetts requires 900 hours of instruction for elementary students and 990 hours for secondary students).

7. **Evaluation:** Attach a statement describing the tests or measurements that you plan to use to evaluate your child's educational growth during this period. If this home education plan is approved, the School Department will expect to review a periodic evaluation of the child's progress and may set guidelines and standards for the purpose of insuring the evaluation of reasonable educational progress. Documentation may include record of tests and quizzes, copy of standardized test scores, grade transcripts or any other suitable record of progress. Documentation may include records of tests and quizzes, a copy of standardized test scores, grade transcripts or any other suitable record of achievement.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: May 16, 2005