

INSTRUCTIONS and PROCEDURE FOR HOME SCHOOL

Application forms may be obtained from the Randolph County Schools Office of Attendance, located in the central office at 40 Eleventh Street, Elkins. Completed forms may be mailed or dropped to the same location. A separate form is required for each student. If the school year has begun, applications shall be submitted at least two weeks prior to withdrawing the child from public school.

The top portion of the form requires personal contact information of the parents. If instruction will be given by someone other than a parent, and/or the location of instruction will be somewhere other than the student's home, identification of the instructor and instructional site are required. Whoever is providing home instruction must provide a copy of their high school diploma or GED certificate.

The bottom portion of the form relates to the academic plan for the student. Each set of statements, which must be answered, relates to a requirement of the West Virginia Code. ***Each requirement MUST be answered!***

- 1) If a home school curriculum package is to be used, it must be identified. If the instructor is not using a packaged curriculum, then the proper grade level West Virginia Content Standards and Objectives for each course must be followed, and can be downloaded from the WV Department of Education website at <http://wvde.state.wv.us>. Click on "Teachers", then "CSOs - curriculum".
- 2) By the thirtieth day of June, one of the following academic assessments of the child must be submitted: a) The WESTEST, for students in grades 3 through 11, taken at their in-zone public school; b) The results of a nationally normed standardized achievement test, taken under standardized conditions as set forth by the published instructions of the selected test. ***"In no event may the child's parent or legal guardian administer the test."*** {WV Code § 18-8-1(D)(i)}; c) A written narrative prepared by a teacher with West Virginia certification for the child's grade level stating that samples of the child's work have been reviewed, and that academic progress for the year is in accordance with the child's abilities.
- 3) As required by WV Code § 18-5-45, the home school calendar is to be designed for a term of 180 instructional days, or the public school calendar can be followed. A record of instructional days and progress (grades) are to be provided by the thirtieth day of June. The Attendance Director may request progress reports periodically throughout the school year.

4) All home-school students who wish to enter, or re-enter, public school are required to contact the Attendance Director for copies of academic assessments for each year of home schooling for submission to the receiving school, and also provide immunization records and a certified copy of the student's birth certificate, if not already on file.

Testing for proper grade placement is required for students who have been home schooled in grade(s) K-7, except children who will not be six years old by September first. Requests for testing must be submitted in writing by the thirtieth day of June. Testing will take place before the start of the next school year, as scheduled by the county office.

Students who have been home schooled in grade(s) K-5 must be tested in the subjects of reading and mathematics. Students home schooled in grades 6-7 must be tested for reading, language, mathematics, science and social studies.

Students home schooled in grades 9-12 must participate in the Regional Education Service Agency (RESA) Testing-Out Program to receive credit for home-schooled subjects. The cost for each test will be incurred by the parent. Registration forms are available from the County Office of Attendance. Completed registration forms and fees for testing shall be submitted to the County Office by the 15th day of May.