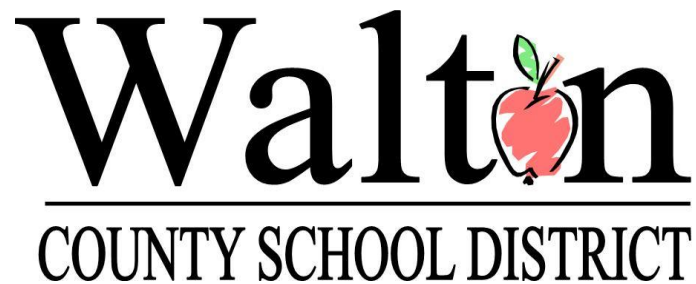


**HOME EDUCATION PROGRAM
GUIDELINES AND PROCEDURES**



A. Russell Hughes
Superintendent of Schools

**Student Services
Home Education**
145 Park Street
DeFuniak Springs, Florida 32435
Telephone: (850) 892-1100, Ext: 1822
Email: wcsdhomeed@walton.k12.fl.us
Webpage: <http://www.walton.k12.fl.us/home-education>

Randy Stafford, Ed. D.
Director of
Student Services
staffordr@walton.k12.fl.us

Donna Honish, Ed. S.
Coordinator of
Student Services
honishd@walton.k12.fl.us

Parent or Guardian:

To fully understand your responsibilities as prescribed by Florida Law, it is strongly recommended that you become familiar with all the enclosures, as they have been designed to assist you. It is recommended that you review them in the order they appear to properly lead you through the process of establishing and maintaining a Home Education program.

In this packet, you will find:

1. Current Florida Statutes related to Home Education
2. Brief Florida Virtual School Information
3. Home Education – Frequently Asked Questions
4. Resources
5. Forms
 - Establishing a Home Education Checklist
 - Notification of Intent to Establish a Home Education Program
 - Evaluation Checklist
 - Written Evaluation Form
 - Notification of Termination of a Home Education Program

Florida Statutes

1002.01 Definitions

(1) A “home education program” means the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements of ss. [1002.41](#), [1003.01\(13\)](#), and [1003.21\(1\)](#).

1003.01 Definitions

(13) “Regular school attendance” means the actual attendance of a student during the school day as defined by law and rules of the State Board of Education. Regular attendance within the intent of s. [1003.21](#) may be achieved by attendance in:

- (a) A public school supported by public funds;
- (b) A parochial, religious, or denominational school;
- (c) A private school supported in whole or in part by tuition charges or by endowments or gifts;
- (d) A home education program that meets the requirements of chapter 1002; or
- (e) A private tutoring program that meets the requirements of chapter 1002.

1003.21 School attendance

(1)(a)1. All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term.

2. Children who will have attained the age of 5 years on or before September 1 of the school year are eligible for admission to public kindergartens during that school year under rules adopted by the district school board.

(b) Any child who has attained the age of 6 years on or before September 1 of the school year and who has been enrolled in a public school or who has attained the age of 6 years on or before September 1 and has satisfactorily completed the requirements for kindergarten in a private school from which the district school board accepts transfer of academic credit, or who otherwise meets the criteria for admission or transfer in a manner similar to that applicable to other grades, shall progress according to the district’s student progression plan. However, nothing in this section shall authorize the state or any school district to oversee or exercise control over the curricula or academic programs of private schools or home education programs.

1002.41 Home education programs

(1) A “home education program” is defined in s. [1002.01](#). The parent is not required to hold a valid regular Florida teaching certificate.

(a) The parent shall notify the district school superintendent of the county in which the parent resides of her or his intent to establish and maintain a home education program. The notice shall be in writing, signed by the parent, and shall include the names, addresses, and birthdates of all children who shall be enrolled as students in the home education program. The notice shall be filed in the district school superintendent’s office within 30 days of the establishment of the home education program. A written notice of termination of the home education program shall be filed in the district school superintendent’s office within 30 days after said termination.

(b) The parent shall maintain a portfolio of records and materials. The portfolio shall consist of the following:

1. A log of educational activities that is made contemporaneously with the instruction and that designates by title any reading materials used.
2. Samples of any writings, worksheets, workbooks, or creative materials used or developed by the student.

The portfolio shall be preserved by the parent for 2 years and shall be made available for inspection by the district school superintendent, or the district school superintendent’s agent, upon 15 days’ written notice. Nothing in this section shall require the district school superintendent to inspect the portfolio.

(c) The parent shall provide for an annual educational evaluation in which is documented the student’s demonstration of educational progress at a level commensurate with her or his ability. The parent shall select the method of evaluation and shall file a copy of the evaluation annually with the district school superintendent’s office in the county in which the student resides. The annual educational evaluation shall consist of one of the following:

1. A teacher selected by the parent shall evaluate the student’s educational progress upon review of the portfolio and discussion with the student. Such teacher shall hold a valid regular Florida certificate to teach academic subjects at the elementary or secondary level;
2. The student shall take any nationally normed student achievement test administered by a certified teacher;
3. The student shall take a state student assessment test used by the school district and administered by a certified teacher, at a location and under testing conditions approved by the school district;

4. The student shall be evaluated by an individual holding a valid, active license pursuant to the provisions of s. 490.003(7) or (8); or
5. The student shall be evaluated with any other valid measurement tool as mutually agreed upon by the district school superintendent of the district in which the student resides and the student's parent.

(2) The district school superintendent shall review and accept the results of the annual educational evaluation of the student in a home education program. If the student does not demonstrate educational progress at a level commensurate with her or his ability, the district school superintendent shall notify the parent, in writing, that such progress has not been achieved. The parent shall have 1 year from the date of receipt of the written notification to provide remedial instruction to the student. At the end of the 1-year probationary period, the student shall be reevaluated as specified in paragraph (1)(c). Continuation in a home education program shall be contingent upon the student demonstrating educational progress commensurate with her or his ability at the end of the probationary period.

(3) A home education program shall be excluded from meeting the requirements of a school day.

(4) Home education students may participate in interscholastic extracurricular student activities in accordance with the provisions of s. 1006.15.

(5) Home education students may participate in the Bright Futures Scholarship Program in accordance with the provisions of ss. 1009.53-1009.539.

(6) Home education students may participate in dual enrollment programs in accordance with the provisions of ss. 1007.27(4) and 1007.271(10).

(7) Home education students are eligible for admission to ¹community colleges in accordance with the provisions of s. 1007.263.

(8) Home education students are eligible for admission to state universities in accordance with the policies and guidelines of the Board of Governors.

(9) Home education program students may receive testing and evaluation services at diagnostic and resource centers, in accordance with the provisions of s. 1006.03.

Florida Virtual Flex Home School (FLVS)

FS 1002.455 Student eligibility for K-12 virtual instruction - All students, including home education and private school students, are eligible to participate in any of the following virtual instruction options:

- (1) School district operated part-time or full-time kindergarten through grade 12 virtual instruction programs under s. [1002.45\(1\)\(b\)](#).
- (2) Full-time virtual charter school instruction authorized under s. [1002.33](#) to students within the school district or to students in other school districts throughout the state pursuant to s. [1002.31](#).
- (3) Virtual courses offered in the course code directory to students within the school district or to students in other school districts throughout the state pursuant to s. [1003.498](#).
- (4) Florida Virtual School instructional services authorized under s. [1002.37](#).

To register in FLVS Flex:

1. Go to: www.flvs.net
2. Choose sign up, from options on top of page
3. Pick the first choice FLVS FLEX (this is for homeschool students) and click the box next to it with your grade
4. Continue
5. Click on the orange New Students Start Here arrow
6. Click on I live in Florida
7. Choose Walton County
8. Choose Home School Student
9. Continue
10. Start Choosing courses (select them) and if you need Segment 1 or 2 or All Segments
11. Choose your start date (make it the next day as it takes time to contact you)
12. Choose the virtual school you would like to take, Walton Virtual School is recommended
13. Continue, answer questions, continue, pick next course, etc. until finished
14. After courses are chosen, the student and guardian must set up account.
15. Guardian must log in to their account to Verify courses (click blue verify box)

It may take 5-10 business days to receive a welcome call from all your teachers so keep checking your email and text messages.

FLVS Contact Info

Phone: 1-800-374-1430

FLVS Guidance Counselors

K – 2


Kellyann Rohr
krohr@flvs.net
321-430-7521

3 – 5

Renee Pinkman
rpinkman@flvs.net
352-405-0960

6 - 12

Kristie Knight
kknight@flvs.net
407-513-3490


Frequently Asked Questions

What is a home education program? Section 1002.01, F.S., defines home education as the sequentially progressive instruction of a student directed by his or her parent or guardian, in order to satisfy the requirement for compulsory education as defined in Section 1002.20, F.S. Current law does not prescribe a curriculum or course of study for home education programs.

How can a parent provide “sequentially progressive instruction”? There are many methods a parent may use to direct a home education program. As reflected in Florida Statute, a parent may: a. Instruct the student; b. Enroll the student in courses part-time in a public or private school; c. Enroll the student online in the Florida Virtual School; d. Enroll the student in correspondence courses; e. Hire a tutor, or f. Choose any other means that provides “sequentially progressive instruction” directed by the parent

What is required of parents who wish to Home Educate their child? Florida Statute 1002.41 specifies the responsibilities of parents who establish a home education program.

- 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
- 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 maybe 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.
- Submit a letter of termination and annual evaluation to the school district superintendent upon completion of the home education program, enrollment in a public or private school or moving from the district.

Are parents required to have a Florida teaching certificate to home educate? No. A parent is not required to have a valid Florida teaching certificate to home educate a student. Furthermore, the instruction is no longer required to take place in the home nor must the parent be the person to deliver instruction. Any parent who complies with the reporting, record keeping, and student evaluation requirements specified in statutory law may conduct a home education program. The parent is not required to be a certified teacher.

When should notice be given to the county school district? Notice of Intent should be filed within 30 days of the establishment of a home education program. Parents should begin teaching their child(ren) as soon as they withdraw them from school. It is recommended that parents not withdraw their student from school until they are ready to begin instruction.

Do I need to submit a Notice of Intent each year? No. The student is enrolled in Home School until terminated by parent or WCSD. If you choose not to continue to home school for the next school term, you are required by law to submit a Notification of Termination. If no notice of termination is received, the student's file will remain active as a Home School student and an evaluation will be expected by the anniversary date on the intent form.

What does the annual educational evaluation include? A student in a home education setting must be evaluated once a year to demonstrate educational progress at a level equivalent to his or her abilities. The parent/guardian selects the method of evaluation from those provided in Florida Statute, then files a copy of the evaluation annually in the superintendent's office. The evaluation must consist of one of the following:

- a. A Florida certified teacher chosen by the parent/guardian may evaluate the child's progress based on the review of the portfolio and discussion with the student;
- b. The student may take any nationally normed student achievement test administered by a certified teacher;
- c. The student may take a state student assessment test used by the school district and administered by a certified teacher, at a location and under testing conditions approved by the school district;
- d. The student may be evaluated by a psychologist holding a valid, active license pursuant to the provisions of Section 490.003 (7) or (8), F.S.; or
- e. The student may be evaluated with any other valid measurement tool as mutually agreed upon by the school superintendent of the district in which the student resides and the student's parent/guardian.

What requirements must be met by a teacher conducting an annual evaluation of a home education student? As defined in Section 1002.41, F.S., a teacher who evaluates a home education student must hold current certification in academic subjects at the elementary or secondary level in the state of Florida. Of the five evaluation options described in the law, three involve a certified teacher.

How does a parent locate an evaluator for the annual evaluation? Parents may contact the local district home education office or a local parent group to obtain the names of available evaluators.

May a district set a deadline for the annual evaluation? "Annually" is defined in Florida Statute as one year from the date of the letter of intent. However, some home educators may choose to follow the requested deadline in order to follow the traditional school calendar. WCSD Home Education Office will send a reminder 30 days prior to the annual evaluation due date which is determined by the date on the Notice of Intent submitted to the Home Education Office.

Does the home education student have the right to take standardized tests at the local school district?

School districts are required to provide state assessment tests, if the parent chooses this option as a form of evaluation. School districts may offer standardized tests to home education students. Home Education parents are notified by email with state testing dates and these dates may also be found on the district webpage at <https://www.walton.k12.fl.us/calendars> If you wish to have your child participate in state testing you will need to contact the Home Education office two weeks prior to testing to arrange for your child's test tickets and/or test books to be sent to the physical school you request for your child to be administered the test at within the Walton County School District.

What is the appropriate recourse when a district does not receive an annual evaluation on a home education student?

Section 1002.41, F.S., requires the parent to provide for an annual evaluation of the home education student. Failure to do so places the home education program in non-compliance and permits the superintendent, after notice to the parent, to terminate the program. Non-compliance with this requirement should trigger the district's policy regarding non-compliance with compulsory school attendance.

Can the parent of a student who has been found to exhibit a pattern of nonattendance enroll that student in a home education program? Yes. However, at the time that a student who has been found to exhibit a pattern of nonattendance is enrolled in a home education program, the home education contact will: a. Provide the parent or guardian with a copy of the home education law, Section 1002.41, F.S., and the accountability requirements of the truancy law, Section 1003.26, F.S.; and b. Refer the parent or guardian to a home education review committee composed of members as specified in Section 1003.26, F.S.

How will the home education contact know which students have been found to exhibit a pattern of nonattendance?

When a school's student study team determines that a student has been found to exhibit a pattern of nonattendance, the law requires that the principal of the school notify the superintendent of schools and the district home education contact. The home education contact is expected to maintain this information to verify whether a student who is being enrolled in a home education program has been found to exhibit a pattern of nonattendance.

What are the accountability requirements for home education, once a student has been found to exhibit a pattern of nonattendance? The parent must submit a portfolio, as defined by Section 1002.41, F.S., to be reviewed by a home

education review committee every 30 days until the committee determines that the home education program is in compliance with Section 1003.26, F.S. The first portfolio review must occur within the first 30 calendar days of the establishment of the home education program.

What will happen if the home education review committee determines that the home education program is in compliance with the statute? Once the committee determines that the home education program is in compliance, the parent will no longer be required to submit a portfolio to the home education review committee. The parent will be required to comply with the requirements of a home education program pursuant to Section 1002.41, F.S., as is any parent involved in a home education program.

What will happen if the parent of a student who has been found to exhibit a pattern of nonattendance, and who has been enrolled in home education, fails to provide a portfolio for review by the committee? The committee shall notify the superintendent of schools who shall then terminate the home education program and require the parent to enroll the student in an attendance option provided under Section 1002.41, F.S., within three days. Failure of a parent or guardian to enroll a student in an attendance option after termination of a home education program shall constitute non-compliance with the compulsory attendance requirement and may result in criminal prosecution of the parent under Section 1003.27(2), F.S.

How can I get more information about truancy and driver's licenses for home education students? You may contact the Florida Department of Motor Vehicles at (850) 922-9000.

May someone other than a parent/guardian, including a properly certified private tutor, meet the requirements of the compulsory attendance law by teaching a child at home? Yes. Private tutoring programs must be operated in accordance to Florida Statute 1002.43. The tutor must hold a valid Florida certificate to teach the subjects or grades in which instruction is given; must keep all records and reports as required by the state and district school board students in accordance with Florida Statute 1003.01(13).

Will instructional materials, books or curriculum be available to home school parents? No. School districts are under no obligation to supply books, materials and/or curriculum to parents wishing to home school their children.

What records must be maintained in the portfolio? A chronological log which identifies, by title, the reading material used; samples of writings, worksheets, workbooks, and creative materials used for development by the student. The portfolio must be preserved by the parent for two years and shall be made available for inspection by the superintendent, or his/her designee, upon fifteen days written notice.

What type of diploma do home education students receive? There is no diploma issued by the public school system in Florida for the completion of a home education program. While not required, some students elect to culminate their home education program by taking the General Educational Development (GED) test. The toll-free number for information pertaining to the GED is 1-800-237-5113.

What if a student does not demonstrate educational progress at a level commensurate with his/her ability? The superintendent or his/her designee notifies the parent, in writing, that such progress had not been achieved. The parent has one year from the day of receipt of the written notification to provide remedial instruction to the student. At the end of the one year probationary period, the parent shall arrange for the student to be reevaluated. Continuation of the home education program shall be contingent upon the student's demonstrating educational progress at his/her own ability level at the end of the probationary period.

May home education students participate in local district course offerings? Although there is no requirement to do so, some districts provide opportunities for home education students to enroll in specified courses in district schools. Districts may report FTE funding for home education students enrolled in district courses. Eligible home education students may participate in dual enrollment, vocational dual enrollment, early admission or credit by examination through the WCSD. The home education student is also eligible to participate at the public school to which the student would be assigned according to district school attendance area policies or which the student would choose to attend pursuant to district or inter-district controlled open enrollment provisions to meet extra-curricular course requirements. During the period of participation, the home education student must demonstrate educational progress in all subjects taken in the home education program. Any regular student who has been unable to maintain academic eligibility for participation in extracurricular activities is ineligible to participate as a home education student until he/she has successfully completed one grading period in home education fulfilling the requirements for interscholastic/extracurricular eligibility. Please also see the Extra-curricular and Dual Enrollment sections of this Q & A document for additional information.

Where can a family get materials and/or advice for home-schooling children? The Florida Parent Educators Association <https://fpea.com/> or The West Florida Home Education Support League <https://www.wfhesl.org/1519/> are a place to start for support, material sources and information. While we will answer questions regarding the rules a family must follow to home-school a child, the Walton County School Board does not provide materials or advice to home-school families.

What happens if I decide to re-enroll my child in public school in the future after home-schooling for a while? You must submit a Notification of Termination of Home Education program, then enroll your child into school. The public-school determines grade placement based on transfer of credit State Board of Education guidelines.

How do we complete Home Education? The parent shall file a written notice of termination upon completion with the school district along with the final annual evaluation.

Do home education students have the same opportunity as public and nonpublic school students to enter a college of their choice? Yes, depending on the student's qualifications and the admission requirements of the postsecondary institution. In order to understand the specific admission requirements of a postsecondary institution, home educators should directly contact the admissions office of the institution in which they have an interest.

EXTRA-CURRICULAR

Must home education students who participate in extracurricular activities offered at public schools comply with school entry immunization requirements? Yes. If the home education student is participating in extracurricular activities under Section 1006.15, F.S., the student must meet the same immunization requirements as students attending any non-home education program.

How are grade point average requirements applied to extracurricular activities? In order to participate in extracurricular activities, a home education student must have the required 2.0 or better grade point average in academic courses. This applies to both public and home education students. The law allows for a method of evaluation of the student's progress to be agreed upon by the parent and the principal. The evaluation may be based on a teacher's review of the student's work, grades earned through correspondence or at a postsecondary school, standardized test scores, or other method as allowed by Section 1002.41, F.S.

What grade levels are allowed to participate in interscholastic extracurricular activities? Section 1006.15, F.S., primarily addresses students in grades 9-12 but does not prohibit students in lower grades from participation. The by-laws of the governing organization regulate which students, and under what circumstances those students, may participate in the interscholastic extracurricular activity.

For example, Section 1006.20, F.S., designated the Florida High School Activities Association as the governing organization for athletics. For the purpose of athletics, the Association defines "high school" as grades 6-12. If athletics are offered in a grade 6-8 school that is governed by this Association, the athletic program must be made available upon request to home education students at that grade level. Section 1006.15, F.S., states that public schools may not belong to any governing organization that discriminates against an eligible home education student.

How does the district determine at which school the home education student may participate in extracurricular activities? The home education student must meet the same residency requirements as other students to participate in extracurricular activities.

What if the extracurricular activity requires a class to be taken in order to participate? If a class is required in order to take part in the extracurricular activity, such as band class during the day in order to take part in the school's marching band, the district must afford the home education student the opportunity to enroll for that class, pursuant to Section 1006.15(5), F.S. Home Education students would be required to participate in the classes that are required of other participants of the extracurricular activity. This will require the parent to register the student as a part-time student with the school for the specific class required and ensure the student meets the attendance requirements or the class.

DUAL ENROLLMENT

Does a home education student need permission from the school district to participate in dual enrollment on the postsecondary campus? No. However, a home education student must provide annual proof of enrollment in a home

education program. Upon request, the school district must provide parents with annual verification of student enrollment in a home education program or provide that information directly to the postsecondary institution.

Does a home education student have to provide a transcript or an annual evaluation to the postsecondary institution in order to participate in dual enrollment? No. Home education students are not required to provide a transcript or annual evaluations to the postsecondary institution to be eligible to participate in dual enrollment. Home education students do not receive a high school diploma from the state upon completion of a home education program. Students demonstrate college readiness by passing college placement tests and meeting requirements that do not exceed those required of public school students. Many students simultaneously work toward completion of their home education program and an associate degree. The parent and the postsecondary institution work together to determine the courses needed.

Is there a minimum age or grade level required for a home education student to be eligible for participation in dual enrollment? A high school grade point average may not be required for home education students who meet the minimum score on a common placements test adopted by the State Board of Education which indicates that the student is ready for college-level course work; however, home education student eligibility requirements for continued enrollment in dual enrollment courses must include the maintenance of the minimum postsecondary grade point average established by the postsecondary institution.

Is a home education student limited to the same course options as a public school student? No. Section 1007.271 (13), Florida Statutes, states that postsecondary institutions shall delineate courses and programs for home education students. Courses may be added, revised, or deleted at any time.

Does a postsecondary institution have to provide instructional materials or textbooks for home education students? As of July 1, 2018, Section 1007.271, F.S., no longer requires the articulation agreement to include a provision that the student is responsible for instructional materials. The statute does not prohibit a postsecondary institution from providing dual enrollment materials and books.

EXCEPTIONAL STUDENT EDUCATION

If a home education parent suspects that their child has a disability, is the school district required to evaluate the child? Yes. The school district is obligated to “identify, locate, and evaluate” all children with disabilities, including those attending private schools and home education programs, in accordance with the Individuals with Disabilities Education Act (IDEA). This evaluation must be at no cost to the parent.

In this circumstance, how would a home education parent access evaluation services? The parent should contact the exceptional student education administrator in the school district in which they reside. Dr. Randy Stafford is the ESE administrator for Walton County School District.

Where can I find Florida Department of Education information on home education? The Office of Independent Education and Parental Choice provides Home Education information at this link, <http://www.fldoe.org/schools/school-choice/other-school-choice-options/home-edu/>



Resources

The following is information provided as available resources for parents and in no way are endorsed by the Walton County School District.

Teachers for Evaluations

Harriet Radford	850-892-3040	
Diane Kelly	850-830-8024	KellyD@Okaloosaschools.com
Sandra Drexler	352-376-4853	sdrexler604@gmail.com

Virtual Course Opportunities

Walton Virtual School – <http://www.walton.k12.fl.us/schools/WVS/>
Florida Virtual School – <http://www.flvs.net/Pages/default.aspx>
Florida Virtual School Full-time (public or district) – <http://www.flvsft.com/>

Florida Parent-Educators Association

www.fpea.com
1-877-275-3732
Sheryl Singletary, District 2 Director
850-508-5098
district2@fpea.com

School Choice Office

Florida Department of Education	1.800.447.1636
School Choice Office	http://www.floridaschoolchoice.org
325 West Gaines Street, Suite 522	
Tallahassee, Florida 32399-0400	

Florida Bright Futures Scholarship

Florida Bright Futures Scholarship information for home school students may be found at <http://www.floridastudentfinancialaid.org/ssfad/bf/homepac.htm> or by calling toll-free to 1.888.827.2004.

College Preparatory Testing

Preliminary SAT Information:

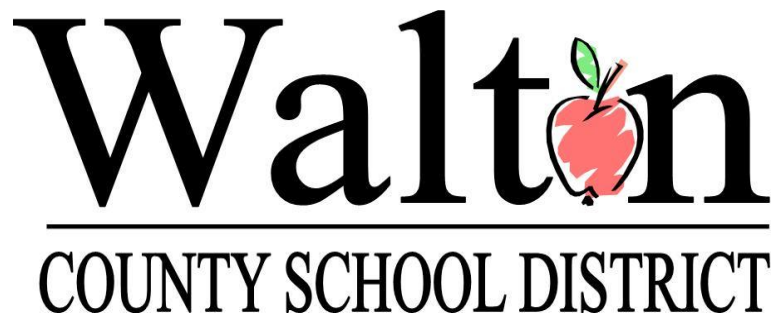
PSAT: <http://www.collegeboard.com/students/testing/psat/abouthtml>

SAT OR ACT Information and/or Registration:

Apply for SAT:

Apply for ACT:

<http://www.collegeboard.com/testing/> <http://www.actstudent.org/index.html>



Forms



Establishing a Home Education Program Checklist

This checklist is intended to assist you in the basic process of establishing a Home Education Program within the Walton County School District. Please refer to the Florida School Law section for further detail and requirements.

- 1.** Review Home Education Information, Guidelines, and Procedures.
- 2.** Withdraw from the school student is currently attending.
*If attending a school in WCSD, parent must withdraw from that school.
- 3.** Complete a Notice of Intent to Establish a Home Education Program and submit to Walton County School District Home Education department.
- 4.** Determine curriculum to be utilized

Yearly Requirements

Florida Statutes require Home Education students be evaluated yearly and submit a written Evaluation Form.

- 1.** Review Annual Evaluation Checklist.
- 2.** Choose option which best suits your Home Education Program.
- 3.** Submit Annual Evaluation (*required by state statute 1002.41*).

Terminating a Home Education Program

Whether you complete your home education program or simply choose not to continue to home educate you are required by law to submit a Notification of Termination, choosing the appropriate option.

If no notice of termination is received, the student's file will remain active and an evaluation will be expected by the anniversary date on the intent form.

- Submit Notification of Termination form to Walton County School District**
(*required by state statute 1002.41(1)(9)*)
- Enroll student in school**



NOTICE OF INTENT TO ESTABLISH A HOME EDUCATION PROGRAM

Please complete one form for each student. In compliance with section 1002.41 (1)(a), Florida Statutes this is written notice from the parent/guardian to establish and maintain a home education program for the following student.

STUDENT INFO			
<i>Please print</i>			
First	Middle	Last	
DOB: <small>mm/dd/yyyy</small>	Gender:**	Grade:**	Last School Attended:**
	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Home Address:		City	Zip
Mailing Address:		City	Zip
Parent/Guardian Name:	Relationship	Email Address:**	Phone #:**

- Has the student been previously enrolled in Walton County School District Home Education? ** Yes No
- Has the student taken virtual courses? ** Yes No
- Does the student plan to take virtual courses? ** Yes No

By signing and submitting this form, I understand and acknowledge:

- I currently reside in Walton County (subject to verification).
- Student has been withdrawn from their current school and I am establishing a Home Education program.
- The received date of this Notice of Intent will be the Annual Evaluation Date, which I am responsible for submitting each year on or before the due date.
- Failure to comply according to F.S. 1002.41 will result in: termination of Home Education program; possible revocation of driving privileges and/or court-related action.
- Submitting a Notice of Termination of Home Education Program is required upon completion/withdrawal.
- The Home Education Office does not issue, books, curriculum or materials.
- While Home Education does not lead to a diploma issued by Walton County School District nor participation in a graduation ceremony, it may lead to a parent issued diploma.

Signature of Parent/Guardian

Date

***Please note these data elements are not required by FL Statutes but will assist with setting up your child accurately in WCSD's Data Information System (FOCUS).*

Walton County School District
Home Education Office
555 Walton Road
DeFuniak Springs, Florida 32433
Telephone: (850) 892-1100, Ext: 1822
Webpage - www.walton.k12.fl.us Email - wcsdhomeed@walton.k12.fl.us

FOR WCSD OFFICE USE ONLY:			
Date Received:	W/D from Previous School <input type="checkbox"/>	FOCUS <input type="checkbox"/>	Evaluation Month:



HOME EDUCATION EVALUATION CHECKLIST

Month Due: _____

Student:		DOB:	Grade Level Evaluated:
Parent/Guardian:	Address		Phone:

Please choose **one** of the options from the list below. Any of the listed options will satisfy the evaluation required by s. 1002.41(1)[f]. The Evaluation Date is determined from the date of Intent to Establish a Home Education Form. Send this Evaluation Checklist, along with the evaluation, to:

Walton County School District
Home Education
 145 Park Street
 DeFuniak Springs, Florida 32435
 Telephone: (850) 892-1100, Ext: 1822
 Webpage - www.walton.k12.fl.us
 Email - wcsdhomeed@walton.k12.fl.us

- 1. A Florida certified teacher selected by the parent shall evaluate the student's educational progress upon review of the portfolio and discussion with the student. The teacher shall hold a valid Florida certificate (not a temporary) to teach academic subjects at the elementary or secondary level.
- 2. The student shall take any nationally normed student achievement test administered by a certified teacher.
- 3. The student shall take a state student assessment test used by the school district and administered by a certified teacher, at a location and under testing conditions approved by the school district.
- 4. The student shall be evaluated by an individual holding a valid, active license pursuant to the provisions of s. [490.003](#)(7) or (8).
- 5. The student shall be evaluated with any other valid measurement tool as mutually agreed upon by the district school superintendent of the district in which the student resides and the student's parent.

 Signature of Parent/Guardian

 Date

FOR WCSD OFFICE USE ONLY:
Date Received:



Walton
COUNTY SCHOOL DISTRICT
WRITTEN EVALUATION FORM

Student:		DOB:	Grade Level Evaluated:
Parent/Guardian:	Address		Phone:

Please complete the appropriate section below.

Evaluator Section		
Please check one: <input type="checkbox"/> Florida Certified Teacher <input type="checkbox"/> Licensed Psychologist		
Date of Evaluation: _____		
Printed Name:	Certificate/ License Number:	Date of Expiration:
Upon review of the portfolio of, test results, and discussion with the student named above, I have found:		
<input type="checkbox"/> Student has demonstrated progress at a level commensurate with his/her ability. <input type="checkbox"/> Student has not demonstrated progress at a level commensurate with his/her ability.		
I am the holder of a valid regular Florida Certificate to teach academic subjects at the elementary or secondary level; or the holder of a valid regular Florida License in psychology.		
_____ Signature of Evaluator		_____ Date

Accredited Institution Section		
Name of Accredited Institution:	Accrediting Agency:	Date Accreditation Expires:
The above-named student's official academic records/results/transcripts are attached.		
_____ Signature of Accredited Institution Designee	_____ Date	() _____ Telephone

Submit to:
Walton County School District
Home Education
555 Walton Road
DeFuniak Springs, Florida 32433
Telephone: (850) 892-1100, Ext: 1822
Webpage - www.walton.k12.fl.us
Email - wcsdhomeed@walton.k12.fl.us

FOR WCSD OFFICE USE ONLY:
Date Received:



NOTIFICATION OF TERMINATION OF A HOME EDUCATION PROGRAM

In compliance with Section 1002.41(1)(a), Florida Statute, this is written notice of intent to terminate a home education program for my child.

Please Print:

STUDENT INFO		
First	Middle	Last
DOB: <small>mm/dd/yyyy</small>	Phone #:	Parent/Guardian Name:
Mailing Address:	City	Zip

This withdrawal form serves as a formal Declaration of Intent to Terminate School Enrollment for students aged sixteen (16) and older. Please note termination is likely to reduce the student's earning potential and will cause the student to lose his/her driving privileges (driver's license or the ability to obtain one) unless recognized by the school board as a hardship condition. An exit interview must be completed prior to withdrawal. **Parent Initials:** _____

Did the student participate in virtual courses*? Yes No
Name of Virtual Institution* _____

Please check the correct code for withdrawal:** (Dropout Code***)

- | | |
|--|--|
| <p>___ W02 PK-12 Promoted, retained or transferred to another school in same district</p> <p>___ W3A PK-12 Withdraws to attend a public school in another district in Florida</p> <p>___ W3B PK-12 Withdraws to attend another public school out-of-state or out-of-country</p> <p>___ W04 PK-12 Withdraws to attend a nonpublic school in or out-of-state or country</p> <p>___ W05 Any student age 16 or older who leaves school voluntarily w/ no intention of returning and filed a formal declaration of intent to terminate school</p> <p>___ W15 KG-12 Withdrawn from school due to nonattendance after all F.S. procedures***</p> <p>___ Other W _____</p> | <p>___ W21 KG-12 Withdrawn due to being expelled with no educational services***</p> <p>___ W23 KG-12 Withdraw from school for any reason other than W01-W22 or W24-W27***</p> <p>___ W24 KG-12 Withdraw from to school to attend a Home Education Program</p> <p>___ W25 Under the age of 6 as of Feb 1 of the current school yr. who withdraws</p> <p>___ W26 Withdraws to enter the adult education program prior to completion of graduation requirements</p> <p>___ DNE KG-12 Expected to attend a school but didn't for unknown reasons & required efforts to locate per F.S. are followed</p> |
|--|--|

Note: Additional withdrawal codes are in Appendix A of the FDOE Database Manual

Signature of Parent/Guardian

Date

Submit to:
 Walton County School District
Home Education
 555 Walton Road
 DeFuniak Springs, Florida 32433
 Telephone: (850) 892-1100, Ext: 1822
 Webpage - www.walton.k12.fl.us
 Email - wcsdhomeed@walton.k12.fl.us

*Please note this information will be used for withdrawing from other systems such as FLVS FLEX courses.

**Please note this information will be used to correctly reflect exit from Home Education Program.

FOR WCSD OFFICE USE ONLY:	
Date Received:	W/D from WCSD Home School <input type="checkbox"/> FOCUS <input type="checkbox"/>