



# Administrative Procedure: Home Schooling Non-Medical

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## Background

The Education Act RSO 1998 states in Section 20(2): "A person is excused from attendance at school if the person is receiving satisfactory instruction at home or elsewhere."

If parents exhibit initiative in this direction, it is clearly their responsibility to provide quality education, including appropriate learning materials and resources.

The Superior North Catholic District School Board will fulfil the Ministry of Education's

expectation re: Home Schooling, by implementing procedures to assure that each student involved in such an undertaking is receiving “satisfactory instruction”.

The Director’s designate (Principal) will liaise with all staff relating to Home Schooling.

## Steps To Follow

1. Parent(s)/guardian(s) must notify, in writing, the Principal responsible for the school of his/her intention of educating his/her child at home or elsewhere. The Principal will inform the Director of the contact.
2. A conference will be arranged by the Principal and the parents, to review the parents’ responsibility regarding appropriate instruction.
3. A copy of Policy/Program Memorandum #131, Home Schooling (Appendix D) will be provided to the parents.
4. If the parents are prepared to comply with suggested criteria, Appendix A is to be completed and signed by the parents.
5. The Principal will respond in writing to notification (Appendix B).
6. Procedures for school boards:
  - a. When parents give a Board written notification of their intent to provide home schooling for their child, the Board should consider the child to be excused from attendance at school, in accordance with subsection 21(2), clause (a), of the Education Act. The Board should accept the written notification of the parents each year as evidence that the parents are providing satisfactory instruction at home. The Board should send a letter to the parents, acknowledging the notification; for this purpose, the Board may use the sample letter in Appendix B.
  - b. Normally, the Board should not investigate the matter. However, if there are reasonable grounds to suspect that the child is not receiving satisfactory instruction at home, the Board should take steps to determine whether the instruction is satisfactory. See Policy/Program Memorandum #131, Home Schooling - Board Investigations of Home Schooling.
  - c. Where a home visit is required, the Principal will notify the parents. See Appendix C for Gathering Information in an Investigation.

## Appendix A

### Sample Letter Indicating Notification of Intent to Provide Home Schooling

To the (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	Gender	Date of Birth

Name of Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Education Signature \_\_\_\_\_ Date \_\_\_\_\_

cc: OSR (Ontario Student Record), Parent(s)

## Appendix B

### Sample Letter in Response to a Parent's Notification of Home Schooling

Dear: \_\_\_\_\_

Thank you for notifying the Superior North Catholic District School Board of your intent to provide home schooling for your child(ren).

\_\_\_\_\_  
Your child(ren) is/are excused from attendance at school for the school year \_\_\_\_\_ under subsection 21(2), clause (a), of the Education Act, because your child(ren) is/are receiving satisfactory instruction at home.

If you would like your child(ren) to participate in the assessments for students in Grades 3 and 6, that are administered by the Education Quality and Accountability Office (EQAO), you should contact the School Board by September 30th for information about the dates, times and locations.

Enclosed please find a copy of Policy/Memorandum #131, Home Schooling, issued by the Ministry of Education.

Sincerely,

Signature of School Board Official: \_\_\_\_\_

Name of School Board Official: \_\_\_\_\_

Title of School Board Official: \_\_\_\_\_

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

## Appendix C - Forms for Investigation

[Sample of Form for Gathering Information in an Investigation - see Appendix D](#)



# Appendix D - Policy/Program Memorandum (PPM) 131

[PPM 131](#)