

Home School Training for School District Contacts

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Training Sections

- Changes for 2016-2017
- Clarifications and Reminders
- Entering Paper Forms in the Home School Database



CHANGES for 2016-2017



Digital Learning

- 1.02 These Rules are intended to ensure that distance learning is available to every Arkansas student who wishes to participate, to improve content and course offerings available to students—including Advanced Placement courses or other academic courses not otherwise available—and encourage innovation in education, and to prepare students for participation in the information age economy. 8.00 Participation in Distance Learning Courses

Changes for 2016-2017



Digital Learning

- 8.01 A public school district or open-enrollment public charter school may offer and teach distance learning courses to a student enrolled in a private school or a home school if:
 - 8.01.1 The student resides in the public school district where the public school or open-enrollment public charter school is located;



Digital Learning

- 8.01.2 The student agrees to physically attend the public school or open-enrollment public charter school for the purposes of taking state tests and assessments required for the particular course or courses taken by the student;
- 8.01.2.1 Section 8.01.2 shall not be construed to require a home-schooled student or private school student to take any test or assessment not specifically required for completion of the course for which the student is enrolled.

Changes for 2016-2017



Digital Learning

- 8.01.3 The distance learning course is approved by the Department of Education, or is aligned with the appropriate content standards and curriculum frameworks developed and approved by the State Board of Education or Department of Career Education.



Digital Learning

- 8.02 A public school district or open-enrollment public charter school that teaches or offers a distance learning course to one (1) or more home-schooled or private school students who meet the conditions of 8.01 shall be entitled to an amount equal to one-sixth ($1/6$) of the state foundation funding amount for each course taught to a private school student or home-schooled student.



Digital Learning

- 8.03 A public school district or open-enrollment public charter school shall not be entitled to more than the equivalent of state foundation funding for one (1) average daily membership per student regardless of the number of distance learning courses received by a particular home-schooled or private school student.



Digital Learning

- 8.04 A student may take all courses virtually through a public school district or open-enrollment public charter school.
- 8.04.1 Once a student who formerly was home-schooled or attended a private school accesses all courses virtually through a public school district or open-enrollment public charter school, the student is a public school student accessing courses at a distance.



Digital Learning

- 8.04.1.1 All laws pertaining to public school students shall pertain to a public school student accessing courses at a distance.



Entering Data

- District personnel will be trained to enter the information from the paper forms into the state home school data base.
- Encourage parents/guardians to use the on-line form.
- Only families home schooling for the first time are required to complete a paper Notice of Intent form.
- After entering the data send original copy to ADE.

Changes for 2016-2017



Clarifications And Reminders



Re-enrolling in School

- Notify the ADE home school office.
- Principals are to let the district home school contact know when a home school student re-enrolls.
- ADE will notify the home school contact when a student moves to another district.

Clarifications & Reminders



Participation in Sports or Other Activities

- Student may be required to enroll in at least one course. The student is required to take the state test if that course is tested.
- A student leaving a AAA member school to be home schooled is required to wait 365 days before participating in any interscholastic activity.
- Students can participate only in the school district in which they reside.

Clarifications & Reminders



Registered Sex Offenders

- A student is not allowed to home school if a registered sex offender lives in the home.
- The sentencing court can waive this.
- This does not apply if the student to be home schooled is the registered sex offender..

Clarifications & Reminders



Reasons for Ineligibility to Home School

- The student is under disciplinary action which includes excessive absences.
- The student is eligible to home school if:
 - The superintendent or school board allows the student to home school
 - The students has completed the disciplinary action or the semester has ended
 - The student has been expelled

Clarifications & Reminders

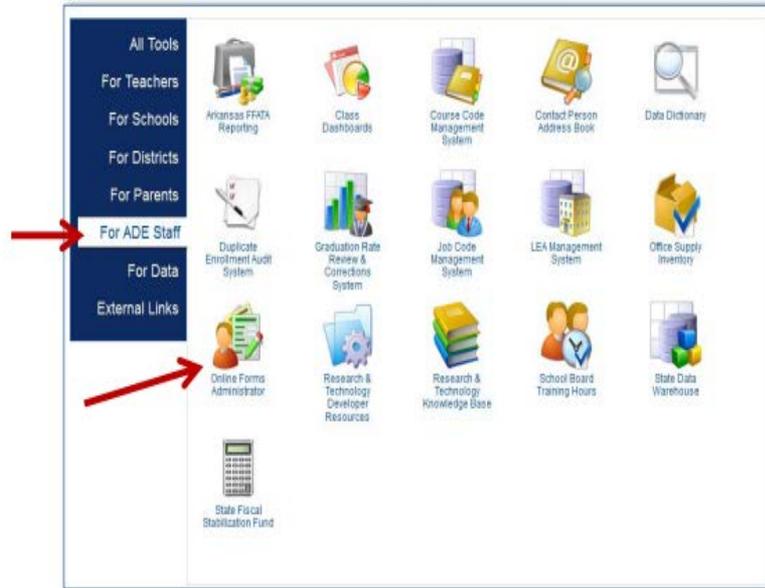


Entering Paper Form Information into the Home School Data Base



Accessing the Form

To access the form, go to <https://adedata.arkansas.gov/>, click the "For ADE Staff" link on the left side of the screen, and click "Online Forms Administrator" or go to <https://adedata.arkansas.gov/onlineformsadmin/>.

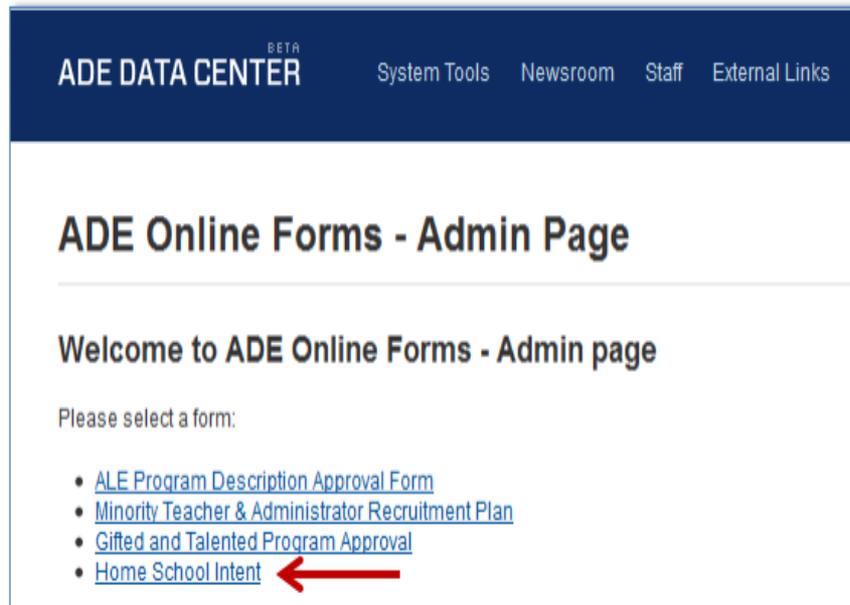


Log in using your ADE username and password.

A screenshot of the ADE Data Center "Login / Register" page. The page has a dark blue header with the text "ADE DATA CENTER" and navigation links for "System Tools", "Newsroom", "Staff", and "External Links". There is a "Login / Register" link and a search box in the top right. Below the header, the page title is "Login / Register". A pink error message bar states: "You must login to view the page you requested." Below this, there are two login options. The first is "Login with your Triand Account", which includes a "Username:" field with a text input, an example "Ex: ADEjdoe, john.doe@myachost.edu", a "Password:" field with a text input, and a "Login" button. The second is "Login with your ADE Account", which includes a note that employees can use their ADE network login, such as ADEjdoe.



You will be directed to the ADE Online Forms – Admin Page. Click the “Home School Intent” form:



ADE DATA CENTER BETA System Tools Newsroom Staff External Links

ADE Online Forms - Admin Page

Welcome to ADE Online Forms - Admin page

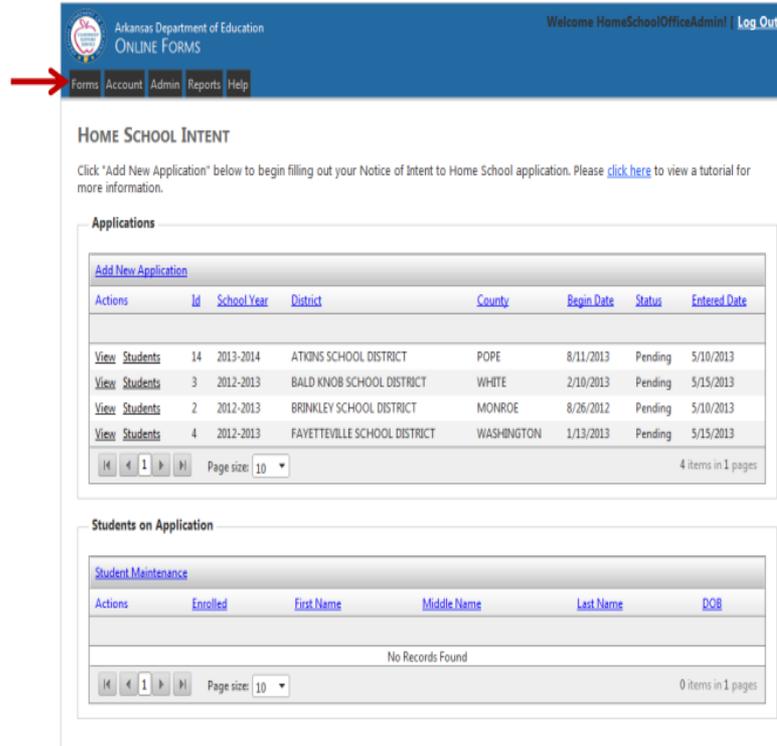
Please select a form:

- [ALE Program Description Approval Form](#)
- [Minority Teacher & Administrator Recruitment Plan](#)
- [Gifted and Talented Program Approval](#)
- [Home School Intent](#) ←



Applications (Forms Tab)

You can access the application area by clicking on the "Home School Intent" link under the "Forms" tab:



Arkansas Department of Education
ONLINE FORMS

Welcome HomeSchoolOfficeAdmin! [Log Out](#)

Forms Account Admin Reports Help

HOME SCHOOL INTENT

Click "Add New Application" below to begin filling out your Notice of Intent to Home School application. Please [click here](#) to view a tutorial for more information.

Applications

[Add New Application](#)

Actions	Id	School Year	District	County	Begin Date	Status	Entered Date
View Students	14	2013-2014	ATKINS SCHOOL DISTRICT	POPE	8/11/2013	Pending	5/10/2013
View Students	3	2012-2013	BALD KNOB SCHOOL DISTRICT	WHITE	2/10/2013	Pending	5/15/2013
View Students	2	2012-2013	BRINKLEY SCHOOL DISTRICT	MONROE	8/26/2012	Pending	5/10/2013
View Students	4	2012-2013	FAYETTEVILLE SCHOOL DISTRICT	WASHINGTON	1/13/2013	Pending	5/15/2013

Page size: 10 4 items in 1 pages

Students on Application

[Student Maintenance](#)

Actions	Enrolled	First Name	Middle Name	Last Name	DOB
No Records Found					

Page size: 10 0 items in 1 pages

This is where you will add a New Application for a family if you receive a paper copy.

NOTE: The Home School Intent form from the Forms tab appears to you just as it does to a parent/guardian completing the application.

To add a new Application, click the "Add New Application" link: [Add New Application](#)



You will be directed to the Notice of Intent to Home School:

Arkansas Department of Education
ONLINE FORMS

Welcome HomeSchoolOfficeAdmin! [Log Out]

Forms Account Admin Reports Help

NOTICE OF INTENT TO HOME SCHOOL

ARKANSAS DEPARTMENT OF EDUCATION-HOME SCHOOL OFFICE (501) 682-1874
<http://www.arkansased.org/divisions/learning-services/home-schools>

FILE FORMS EVERY YEAR : PART A AND B must be returned to the superintendent's office EACH YEAR no later than August 15, or by December 15 to begin home schooling the second semester, or during the year with a 14-calendar day waiting period. Only the superintendent or local School Board has the authority to waive the 14-day waiting period. Please retain a copy of the completed form for your files.

TESTING: State law requires that home school students in grades 3 through 9 test every year. The tentative test date for home school students will be in April of 2013. Please check the Home School Testing website for more information at <http://www.arhomeschooltesting.org>. Parents/legal guardians that are registered for the current school year will receive written notification of the test dates, times, and sites. Please notify the Arkansas Home School Testing Office if there is a change in address.

PLEASE FILL OUT THE FOLLOWING INFORMATION:

PART A

School District:
Please select a District I don't know

County:

Superintendent:

Home School Start Date: [Help me choose](#)

To begin, you will select the district in which the student resides. The county and superintendent information will populate based on your selection.

Next, you will choose the start date.

Once you have completed the required parent/guardian information click "Save" and/or "Next" to move to the next page of the application:

Back Save Next



"Save" can be clicked if you wish to save your changes and come back to complete the form at a later time. "Next" can be clicked to move forward through the application, with changes still being saved.

You will then enter the information for the child(ren) on the application received.

After completing all of the required fields, click the "Add" button. You will repeat these steps for each child you are including on the intent form. Once all students are added, click "Next" to continue.

Add New Student

First Name: Give Full Legal Name

Middle Name:

Last Name:

Date of Birth:

Sex:

Male Female

Grade Level Completed Last School Year:
Please select a grade level

Grade level student is in this year:
Please select a grade level Students in grades 3 through 9 MUST TEST (Testing - April 2014)

Permanently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator:

Type of School Last Attended:
Please select a school type

Name of School Last Attended:

Plan to obtain GED:

Student is special needs:

Student has an IEP on file: [IEP-Individualized Education Program](#)

After completing all of a student's information, click the **Add** button. Repeat these steps for each child you are including in this intent form. Click **Next** to continue once all students are added.



NOTE: Once a student has been added to an application, you will have the option to add the student(s) to future applications.

Enter the information regarding the curriculum and class schedule provided on the application:

Curriculum (Required)

Give a brief description of the basic core curriculum to be used and include a list of the subjects to be taught.

Class Schedule

Describe the schedule planned for your home school. (Include the hours per day, days per week, number of weeks)



Once added, click "Next" to continue to the Home School Waiver Form.

NOTICE OF INTENT TO HOME SCHOOL

HOME SCHOOL WAIVER FORM

Arkansas Code Annotated § 6-15-503, as amended by Act 1117 of 1999, requires that parents and guardians who wish to home school their children, sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parent or guardian chooses to home school.

By my clicking the checkbox, I hereby certify and agree as follows:

1. I am the parent or legal guardian of the child(ren) listed below.
2. I have fully read and understand the terms of this waiver
3. As of the date I sign this waiver, I hereby acknowledge that the State of Arkansas is not liable for the education of the child(ren) listed below during the time I choose to home school the child(ren).

Parent/Guardian 1 Name: John Doe

Parent/Guardian 2 Name:

Students

First Name	Middle Name	Last Name	DOB
Jane		Doe	4/28/2001

Page size: 10 1 items in 1 pages

Phone Number:

Back

Submit

Click the checkbox to electronically sign the waiver if all information shown is correct. If you need to update/correct any information before signing, use the "Back" button to return to previous pages.

Finally, enter the applicant's phone number in the box provided and click "Submit".



After clicking the submit button it will take you to the the “Application Summary Page.” Before submitting the form the status of the application needs to be set.

In the pull down “Select a Status” pull down box click the appropriate status.

- Ready for ADE Review
- AC – Approved with Comment (A comment in the district comment box is required.)
- N – Not Approved (The reason for not approving is required in the district comment box.)



Thank you for the work you do and your professionalism.

For any help, questions, or clarifications please contact the home school office at 501-683-5780 or cindy.hogue@arkansas.gov .

