Notice of Intent to Home School Form

The Home School Office has worked closely with the Division of Research & Technology to create an online form where parents can securely submit their notice of intent to home school their child(ren) to the district in which they currently reside.

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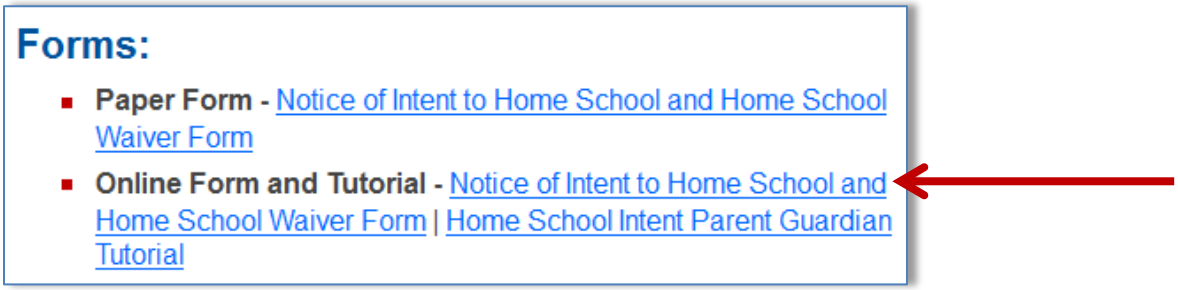
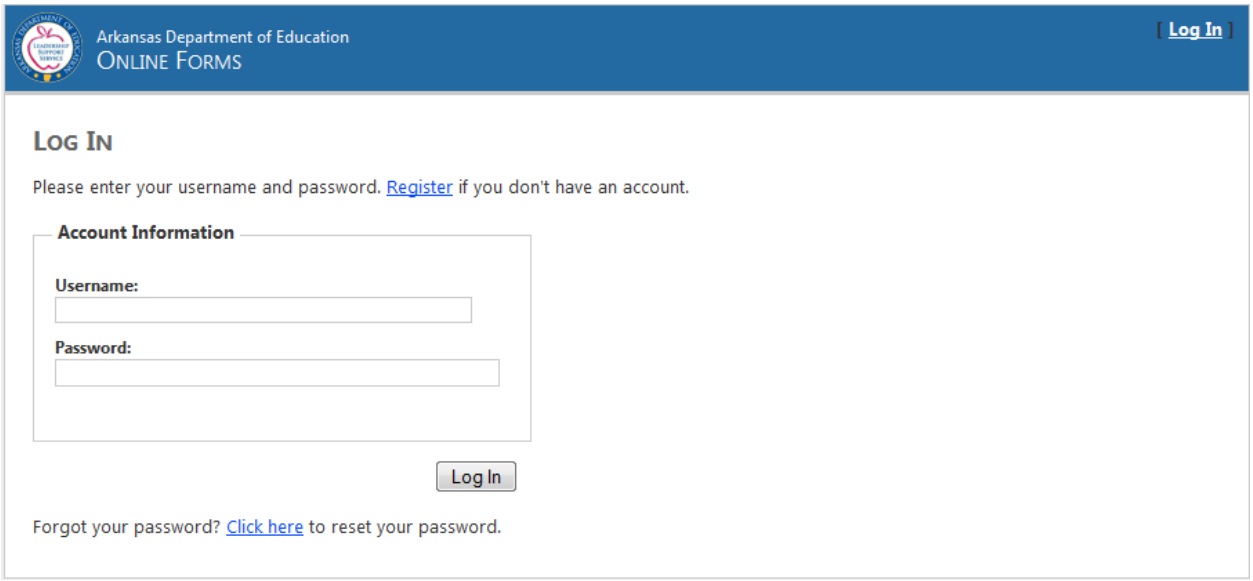
To access the form, go to http://www.arkansased.org/divisions/learning-services/home-schools. Click the link for the Online "Notice of Intent to Home School and Waiver Form" to navigate to the log in screen:

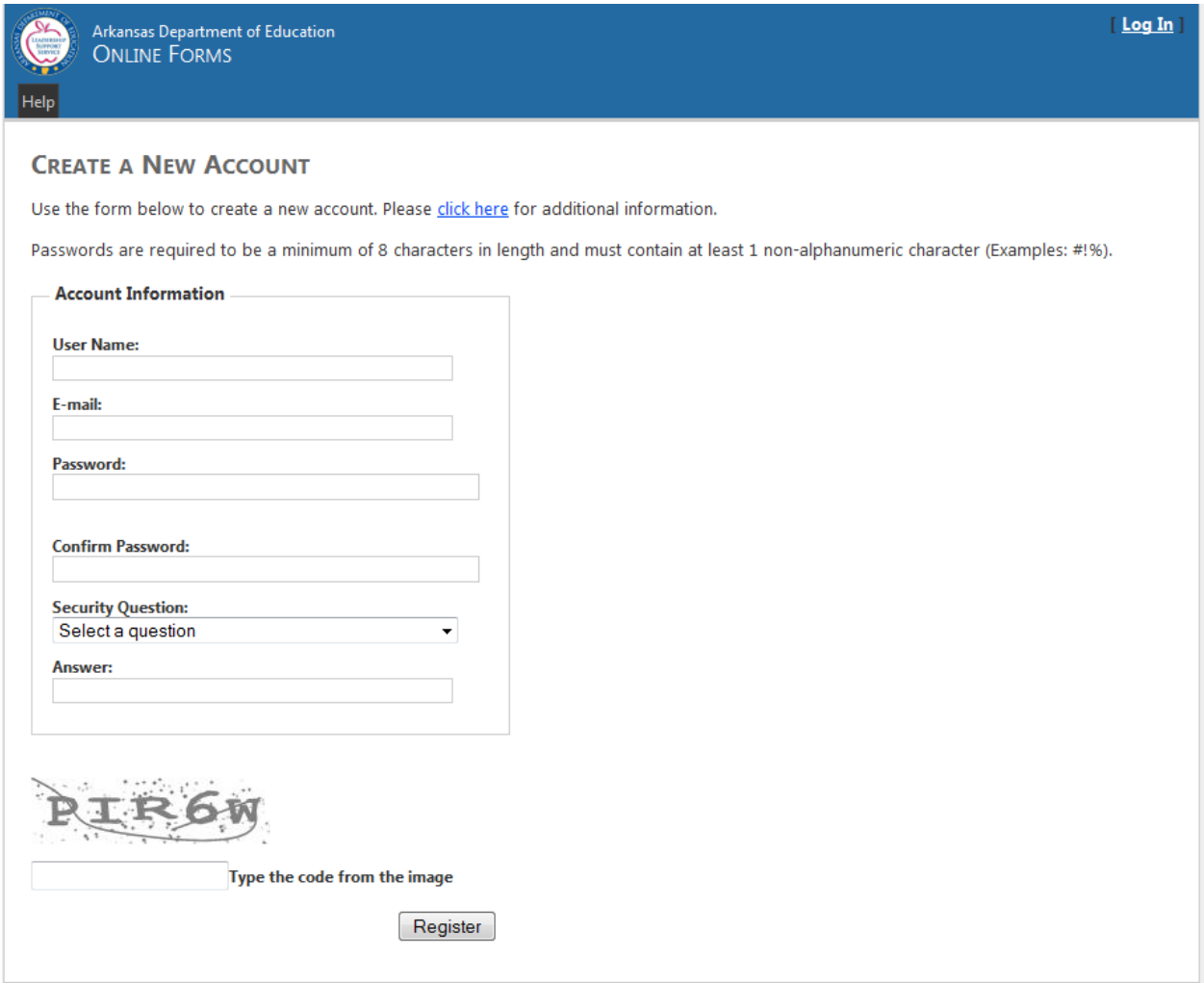




Register

If this is your first time to complete your notice of intent online, you will need to click on the link to "Register".

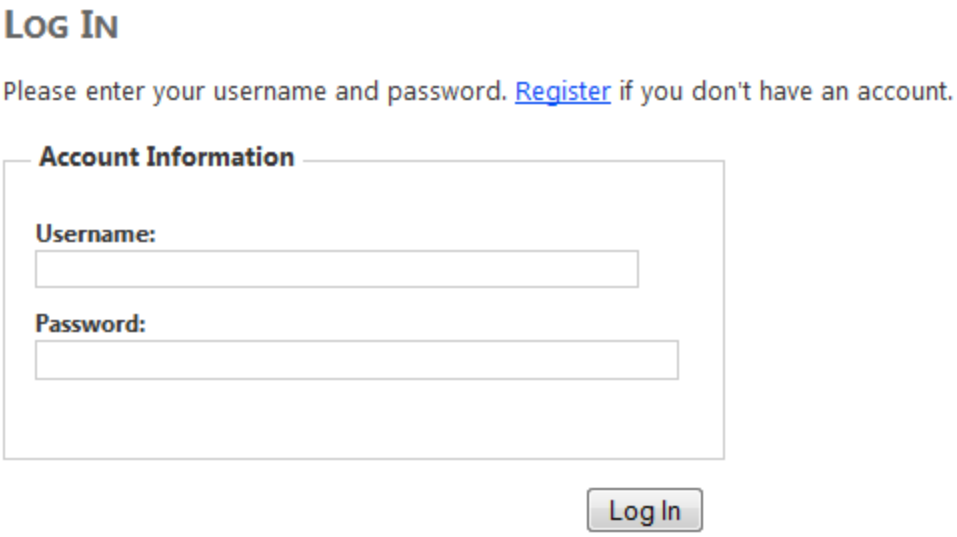
You will use the form shown to create a new account:



NOTE: Passwords are required to be a minimum of 8 characters and must contain at least 1 non-alphanumeric character (i.e., symbol). Passwords should be kept in a secure location in order to access your account at a later time.

Log In

Once you have completed the required information and clicked the "Register" button, you will be redirected to log in:

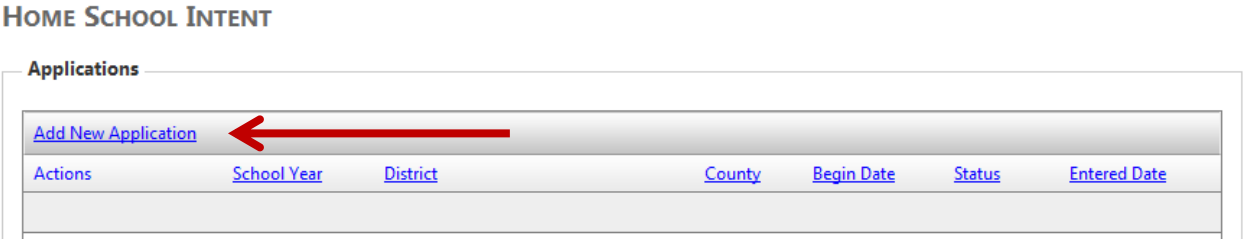


Enter the username and password that you created when registering.

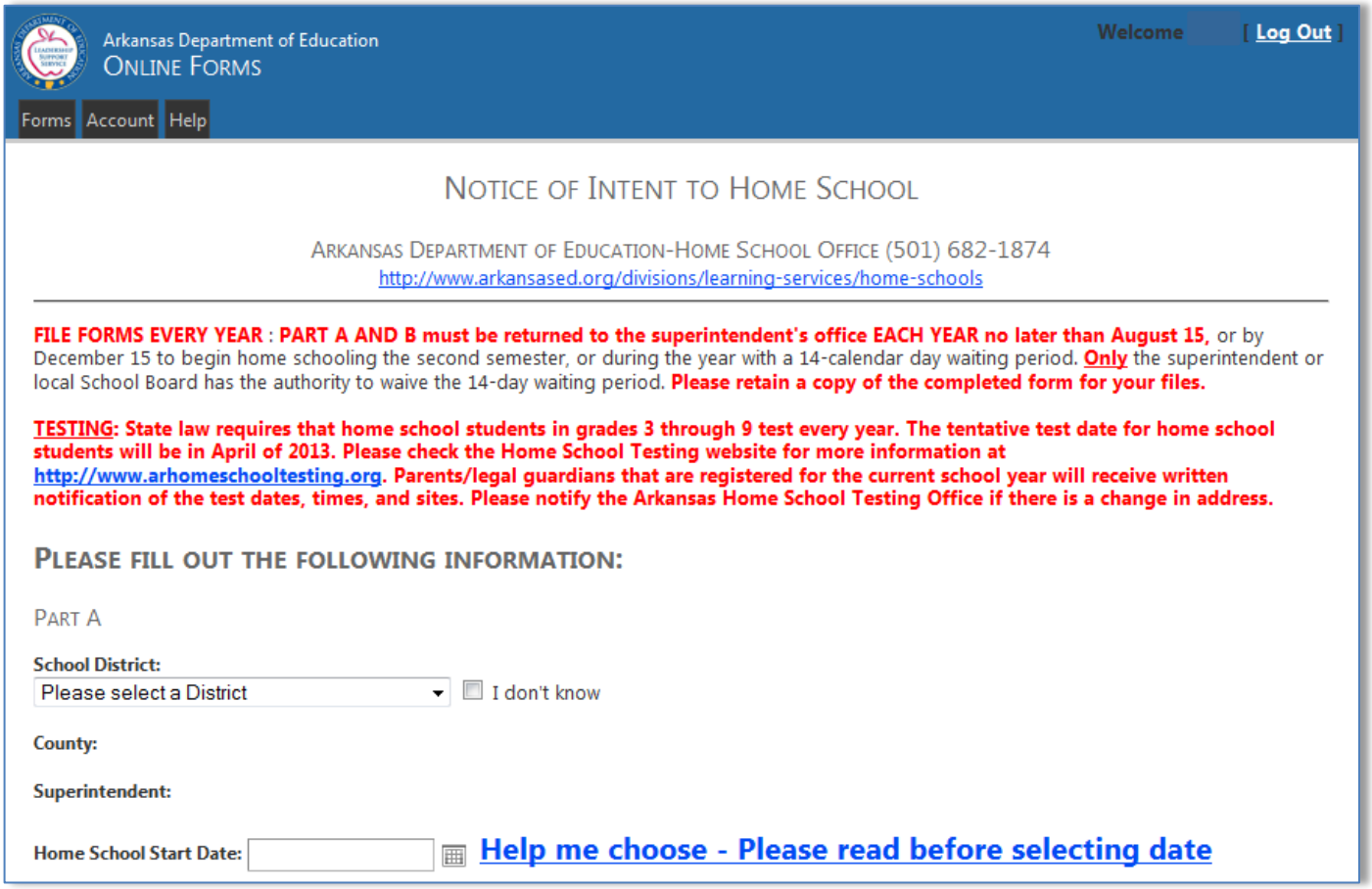
Add New Application

You will be defaulted to the application area.

This page lists all applications that you have entered (only one application per school year is allowed) and is where you will add a New Application for your student(s). To add a new Application, click the "Add New Application" link:



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



To begin, you will select the district in which you reside. The county and superintendent information will populate based on your selection. If you do not know your current school district, you can contact the Home School Office at 501-682-1874 to obtain this information in order to proceed with the application.

You can also enter your address at the following link to verify your school district: http://www.geostor.arkansas.gov/G6/Viewer.html.

Next, you will choose your start date. You should click the link to "Help me choose – Please read before selecting date" before selecting your date to ensure you are entering the correct date:

The school year used for the application will be based off of the start date. If the date entered is before July 1, then the application will be for the previous school year. If the date entered is on or after July 1, the application will be for the next school year. For example, if a start date of February 1, 2012 were chosen, the school year for the application would be for the 2011-2012 school year. If a date of July 1, 2012 were chosen, the school year for the application would be for the 2012-2013 school year.

OK

The test date shown on the Notice of Intent is updated based on the start date chosen:

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.

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

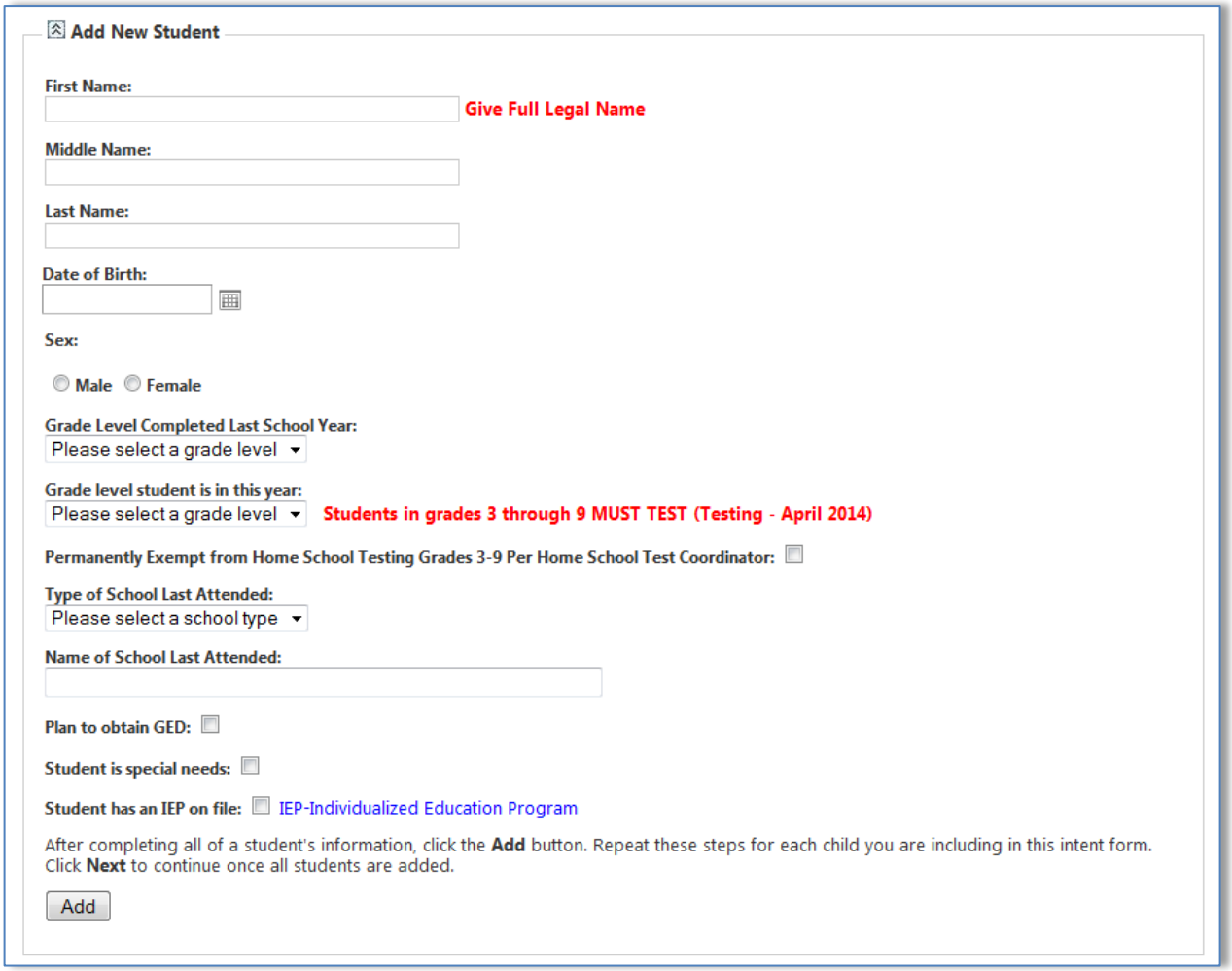
Back Save Next

"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.

Add Students to Application

You will then enter the information for the child(ren) you wish to home school.

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.



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

Curriculum/Class Schedule

You will need to provide information regarding the curriculum and class schedule to be used for your home schooling:

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)

Back Next

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

Waiver Form

NOTICE OF INTENT TO HOME SCHOOL

HOME SCHOOL WAIVER FORM

Arkansas Code Annotated § 6-15-503, as ammended 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

1 Page size: 10 1 items in 1 pages

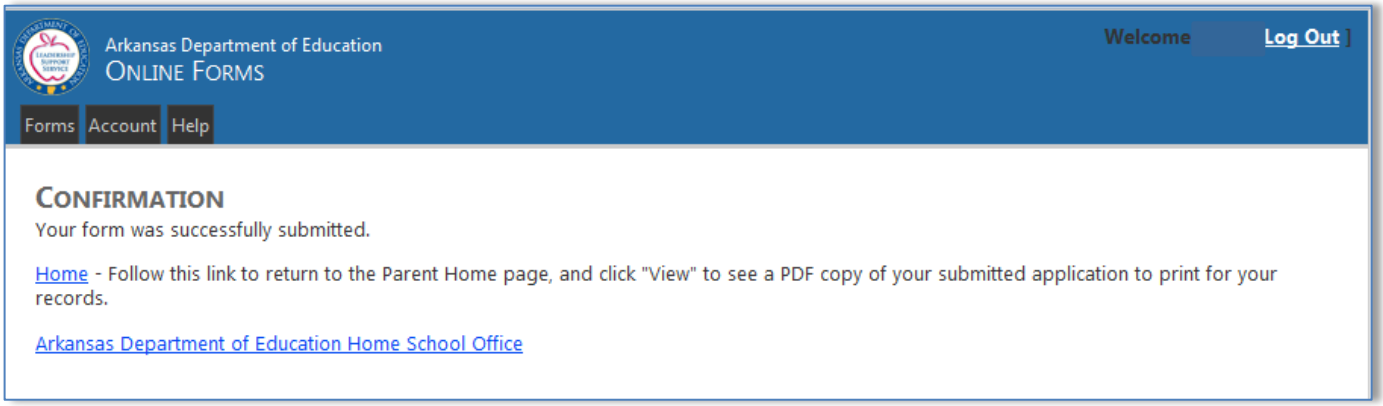
Phone Number:

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.

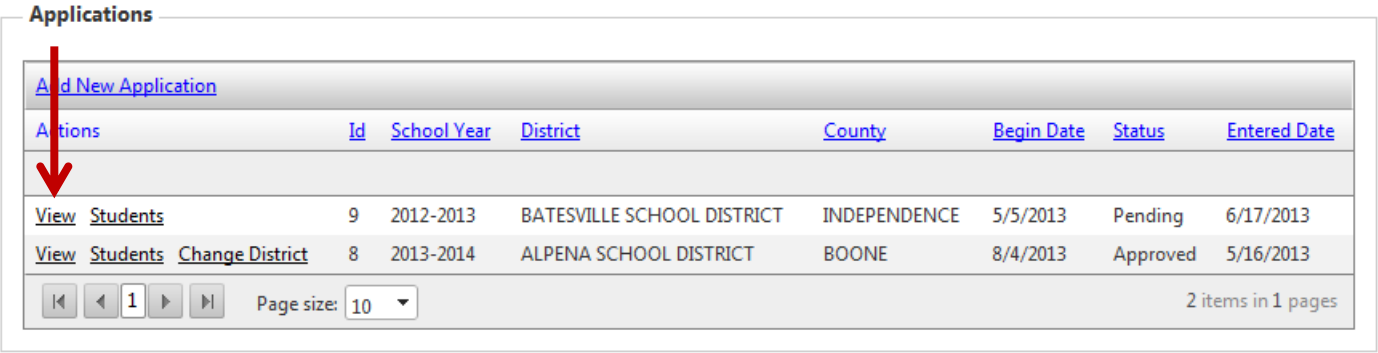
Finally, enter your phone number as a point of contact in the box provided and click "Submit".

You will receive confirmation that your application has been submitted:



You will be sent an email to the address listed on the application notifying you that your notice of intent has been successfully submitted.

You can also click the "Home" link from the Confirmation page to return to the Application area where you can print a copy of your submitted application:

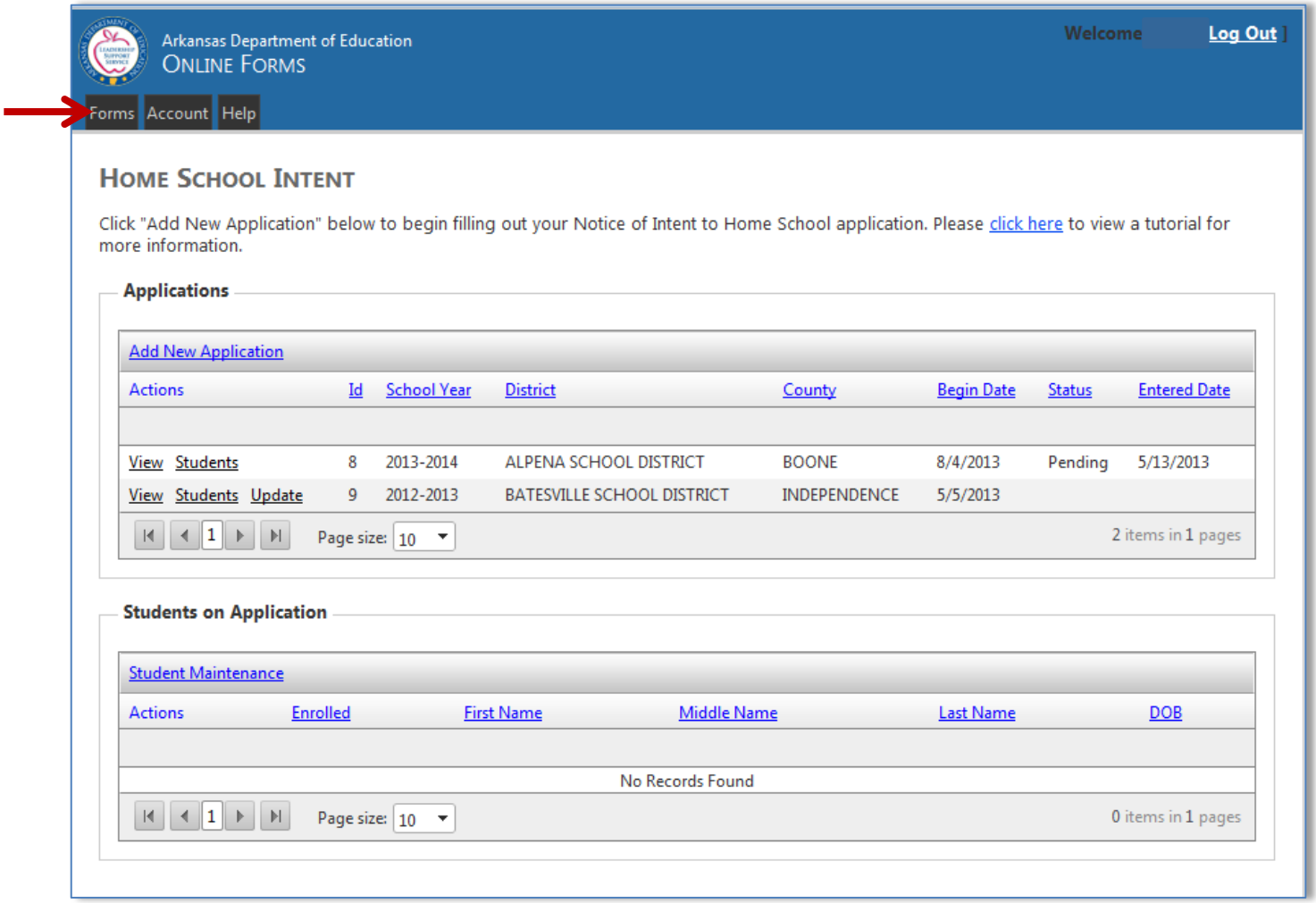


Once your application has been reviewed by the Home School Office, you will be notified via email as to when your student(s) is legally registered and enrolled.

NOTE: Be sure to check your junk mail for notification from donotreply@arkansas.gov that your notice of intent has been submitted if you do not immediately receive the email. Be sure to add donotreply@arkansas.gov to your list of safe recipients and identify that it is not junk mail.

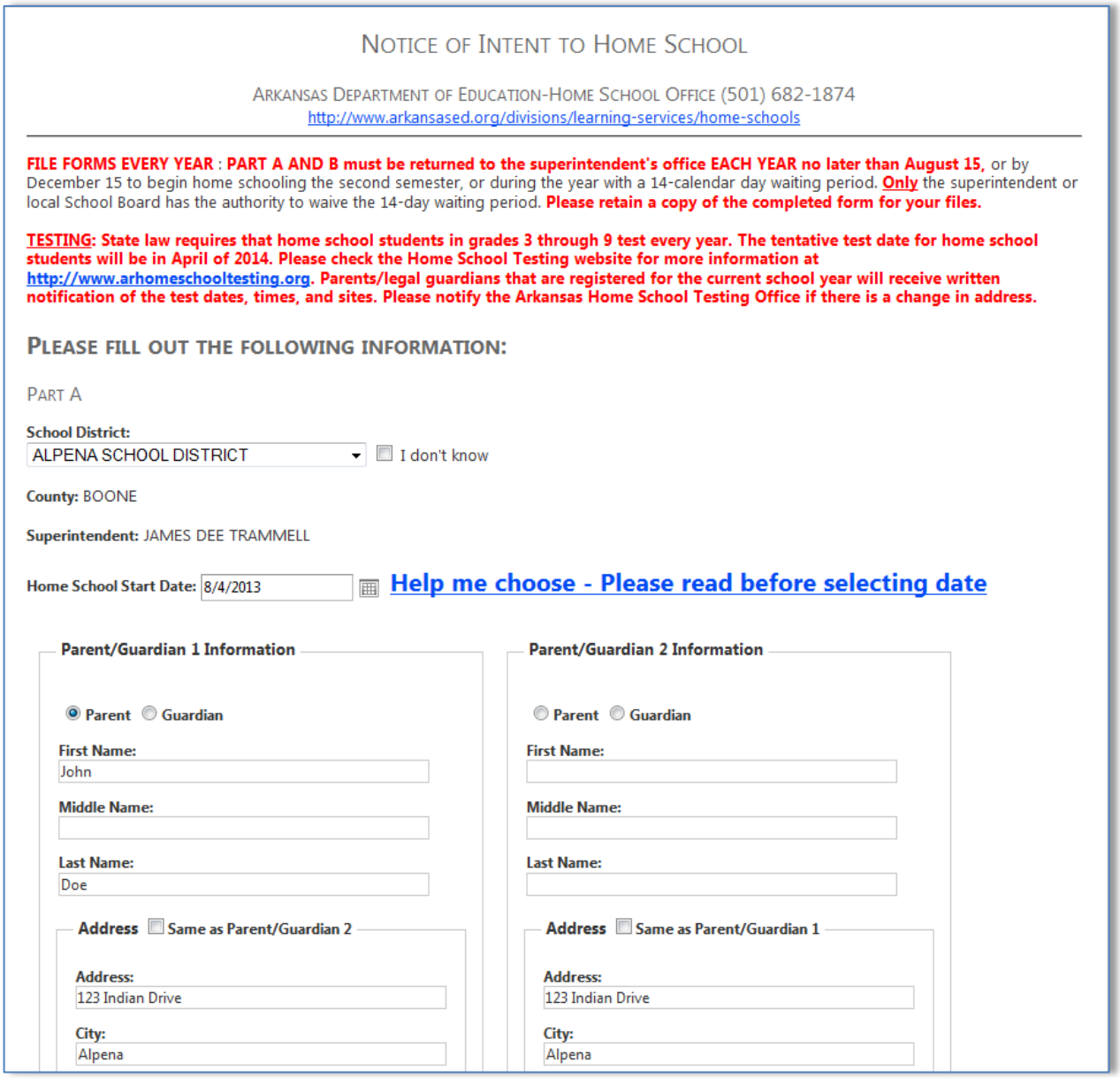
Application Maintenance

From the "Forms" tab, you can select the "Home School Intent Form" to make updates/modifications to your current application and student information, or to view your application in a PDF format for printing or saving.



NOTE: You will only be able to update an application if the application has not yet been submitted.

To update your application, click "Update". Your application will open for you to make any updates/changes necessary:



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 2014. 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: ALPENA SCHOOL DISTRICT ☐ I don't know

County: BOONE

Superintendent: JAMES DEE TRAMMELL

Home School Start Date: 8/4/2013 **Help me choose - Please read before selecting date**

Parent/Guardian 1 Information

◉ Parent ○ Guardian

First Name: John

Middle Name:

Last Name: Doe

Address ☐ Same as Parent/Guardian 2

Address: 123 Indian Drive

City: Alpena

Parent/Guardian 2 Information

○ Parent ○ Guardian

First Name:

Middle Name:

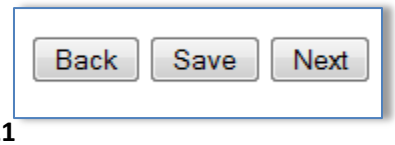
Last Name:

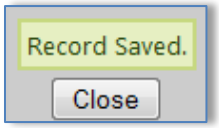
Address ☐ Same as Parent/Guardian 1

Address: 123 Indian Drive

City: Alpena

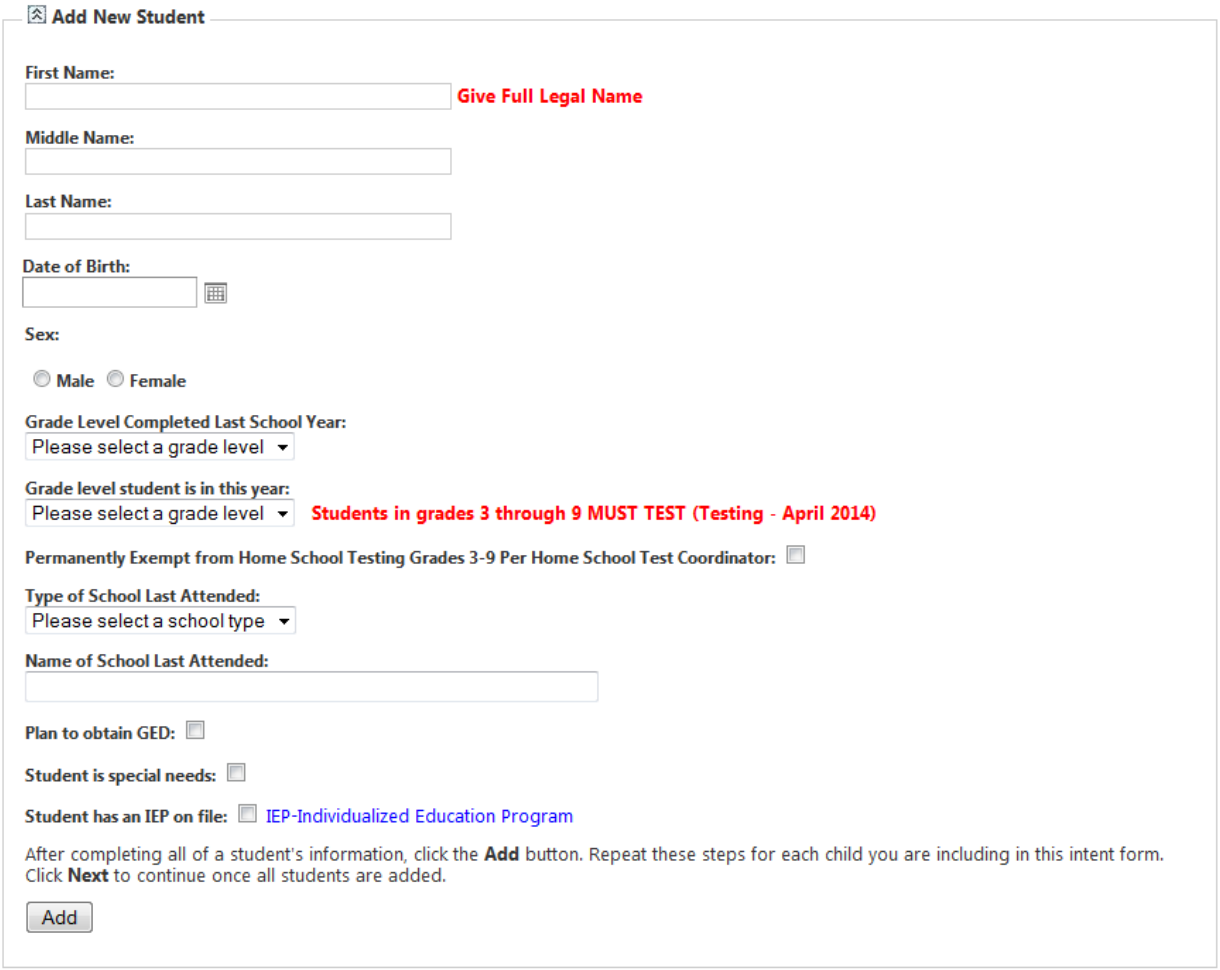
Be sure to save any changes by clicking the "Save" button on the bottom of each page:



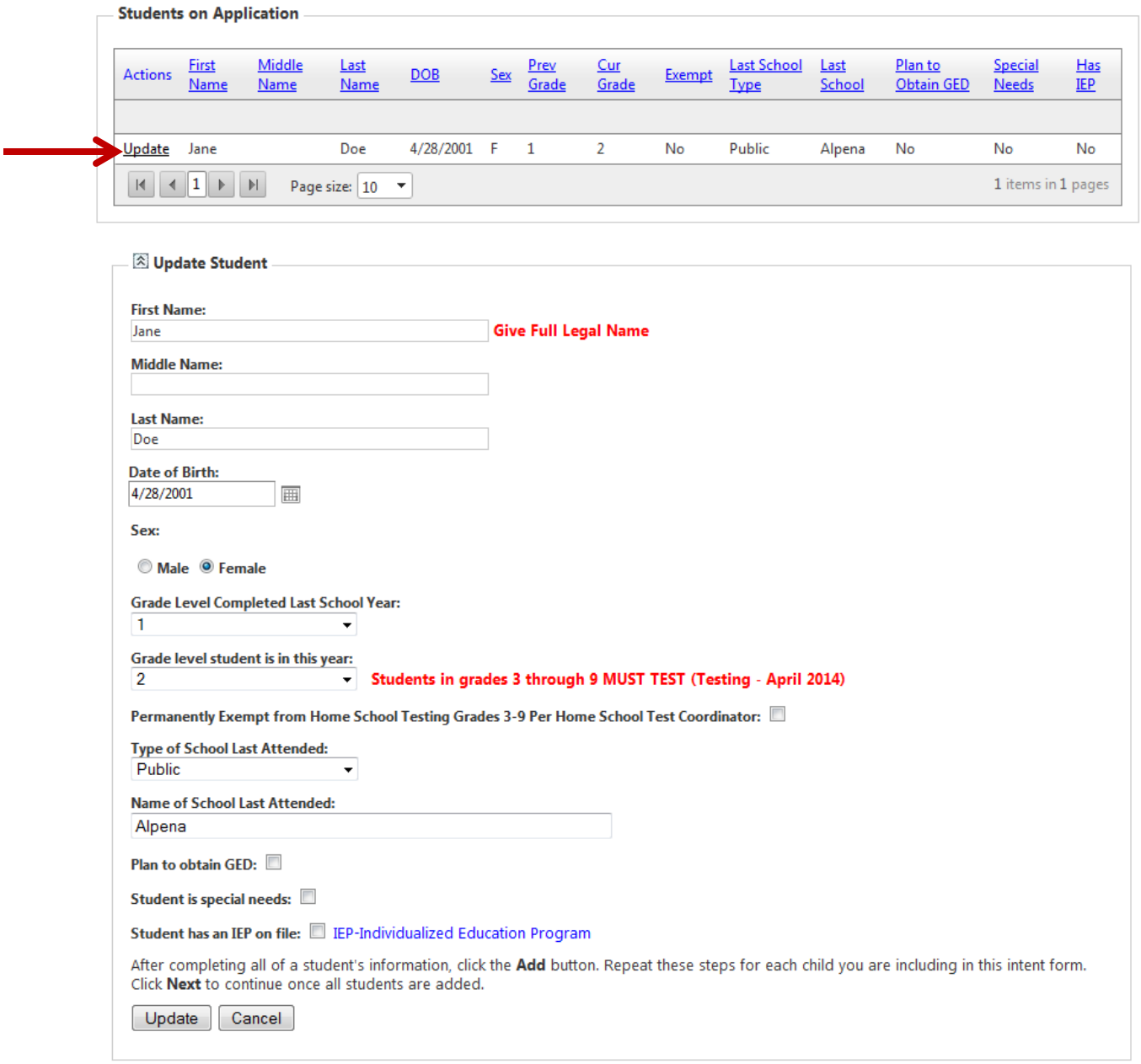


Use the "Next" and "Back" buttons to navigate to other pages in the application.

You can add a new student through the same process you used to originally add a student:

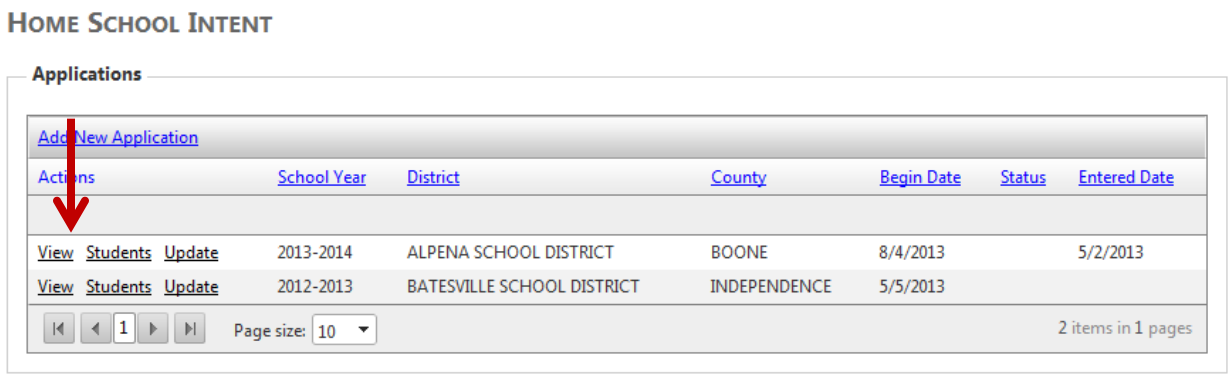


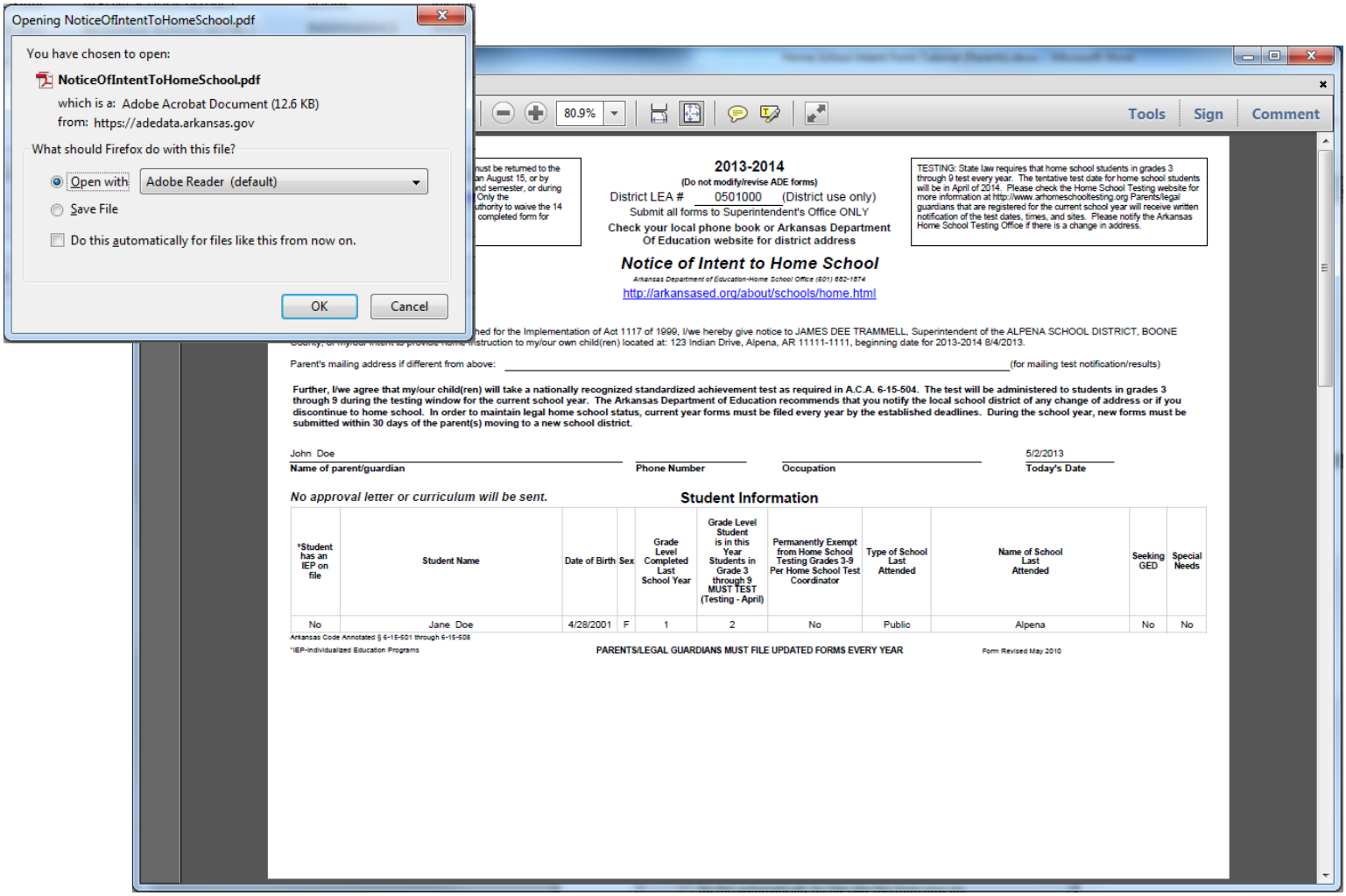
You can update an existing student by clicking "Update" under the Actions section:



Click "Update" to save the changes or "Cancel" to void any changes you made.

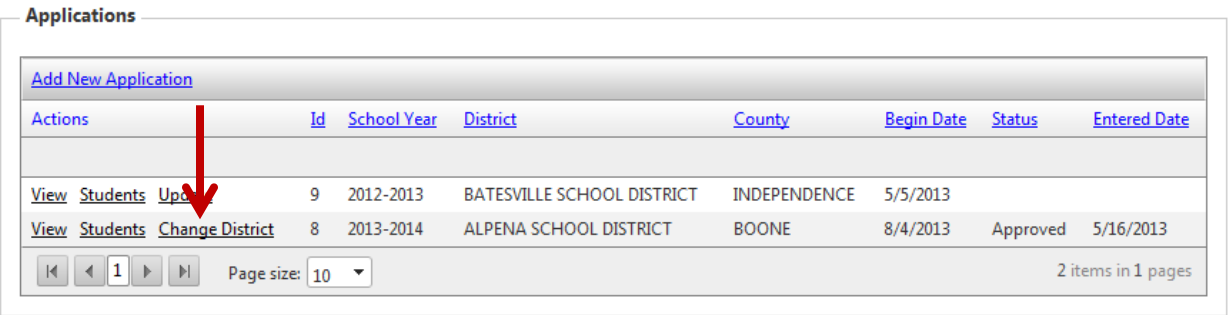
To view the application and save/print for your records, click "View" from the Home School Intent Form page:





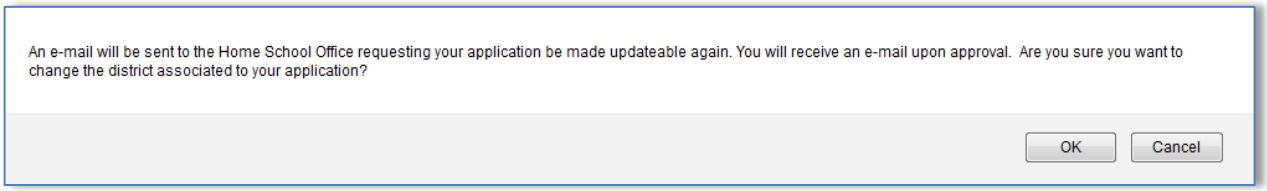
Changing Districts

If you move into a new school district within the same school year, you will need to update your application to reflect your new district and address. Log into your account, and from the Application area, click the link to "Change District":



NOTE: You will only have the option to change your district if your application has been approved by the Home School Office.

You will receive a message to confirm that you need to update your application. Click "OK" to confirm.



An email will be sent to the Home School Office notifying them of your request to change your district. Once the office has approved your request, you will receive an email notification stating the following:

From: donotreply@arkansas.gov [mailto:donotreply@arkansas.gov]
Sent: Thursday, June 13, 2013 12:04 PM
Subject: Your Home School Intent Application

Dear Joe Smith,

Your Home School Intent application is now available to update. Please update your district and address information accordingly and resubmit your application. Please refer to the online tutorial for additional information regarding this process.

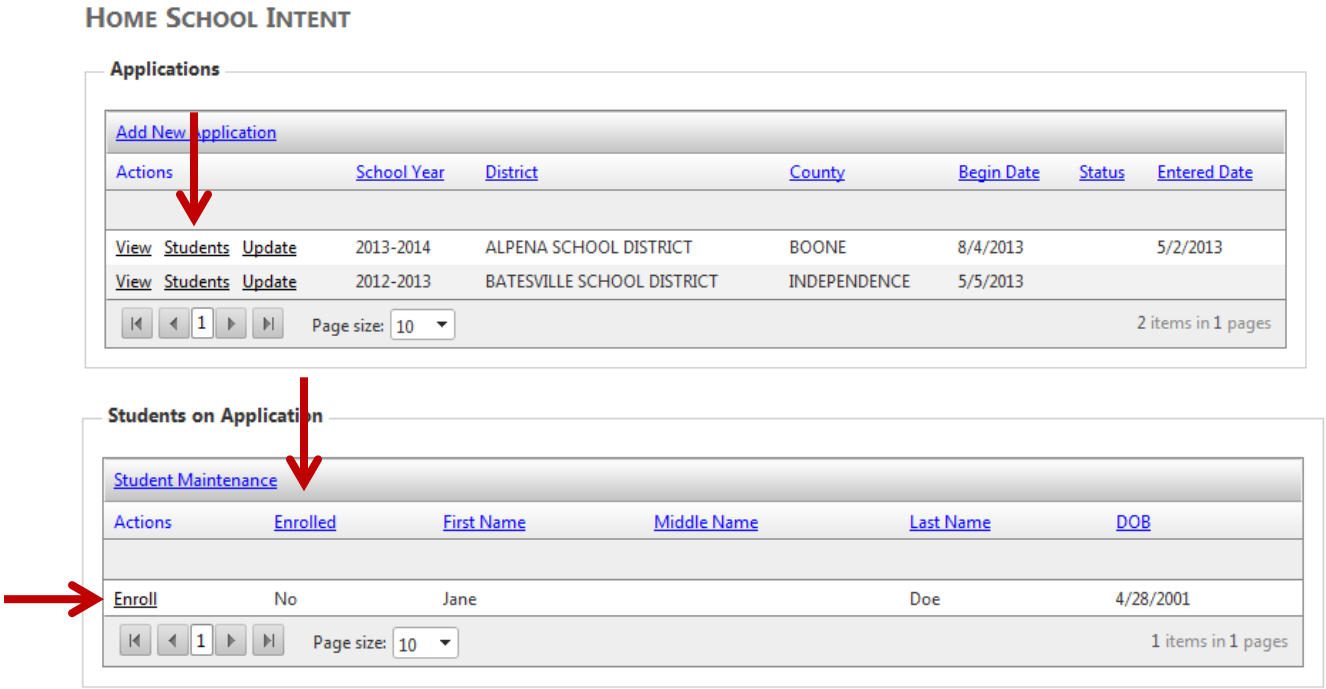
Arkansas Department of Education - Home School Office Four Capitol Mall, Slot 3 Little Rock, AR 72201
Office: 501-682-1874
Fax: 501-371-3514
http://www.arkansased.org/divisions/learning-services/home-schools

This message is intended only for the named recipient. If you are not the intended recipient you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.

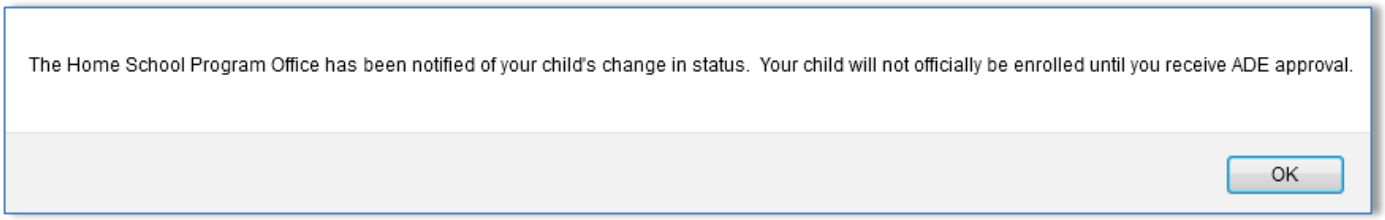
Please reference the Application Maintenance section of the tutorial for making changes to your application and resubmitting.

Enroll/Withdraw Student(s)

You can click on "Students" to view a list of students for the selected application and their current status (i.e., Enrolled – "Yes" or "No"):



When you click to enroll or withdraw a student, the Home School Office will be notified of your action. Your student(s) will not be legally enrolled or withdrawn until you receive email notification from the Home School Office.

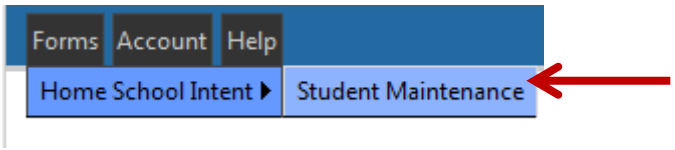


NOTE: You will not be able to click to enroll or withdraw a student until **AFTER** the application has been officially approved by ADE.

Student Maintenance

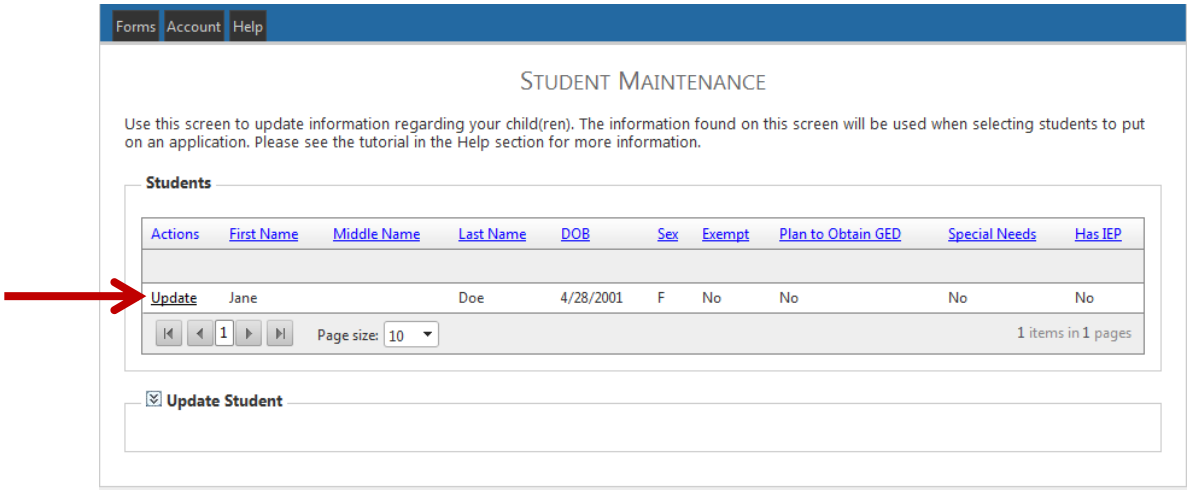
You can also use the Student Maintenance section on the Forms tab to make any updates/changes to student information.

Click the "Student Maintenance" link from the Forms tab:

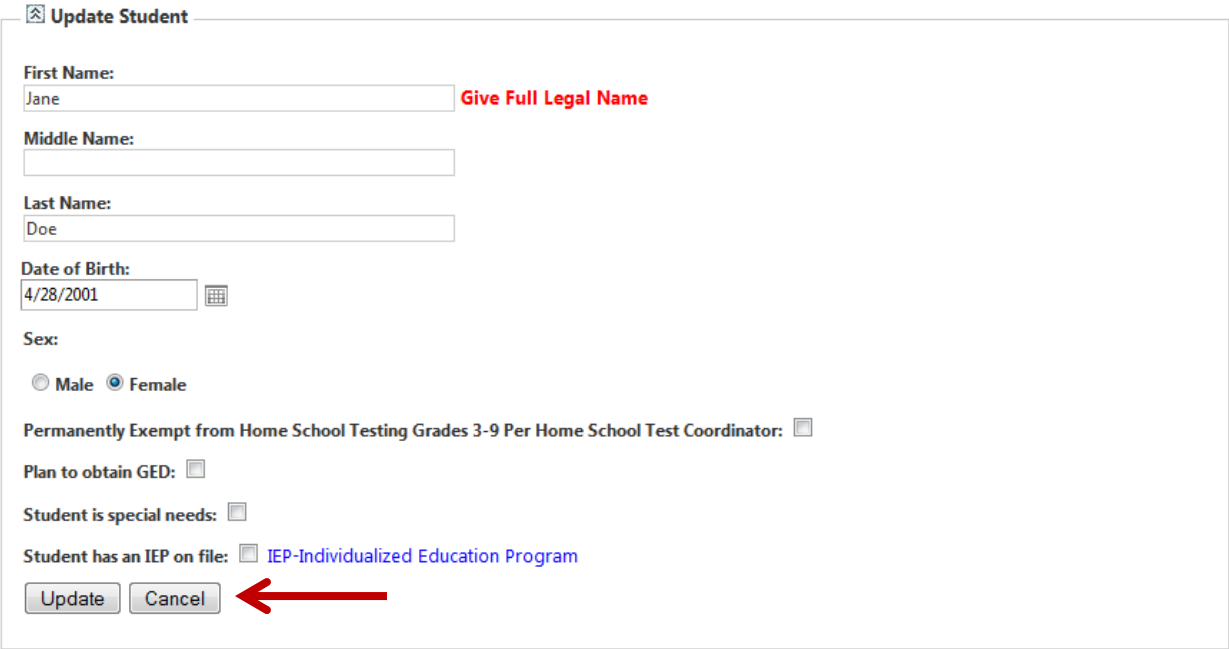


Or click the "Student Maintenance" link under Students on Application from the Home School Intent Form page:

You will be taken to the Student Maintenance screen where you can click to "Update" any student on the application:



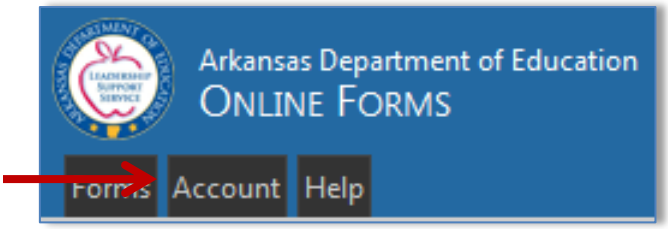
Once you have made any updates, click "Update" or "Cancel" to save or void the changes:

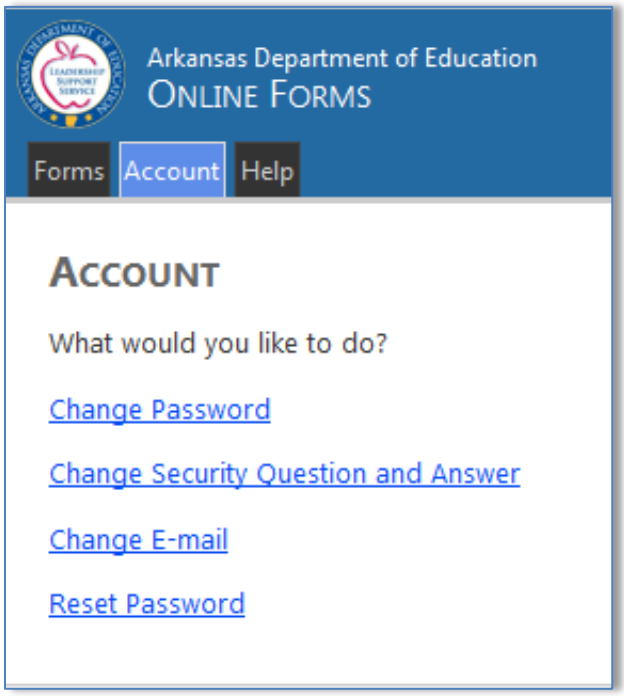


NOTE: Any changes made here will not be reflected on a particular application. The information found on this screen is what will be shown on the "Student Information" screen when you are selecting previously entered students on a new application.

Account

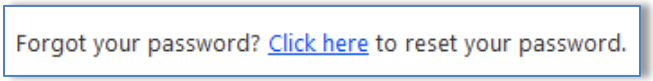
If you need to update any of your account information, click on the "Account" tab:





If you have forgotten your password and need to reset, you will be required to enter your username or email and answer your security question. Once this information is verified, you will be sent an email with a new password. After logging in with the temporary password provided, please change your password.

The reset password option is also available from the log in page:



NOTE: If you have forgotten the answer to your security question, you can contact the Home School Office to have your password reset.