



# King George County Schools

## Notice of Intent to Provide Home Instruction

I am providing notice of my intent to provide home instruction for the child(ren) listed below as provided by VA Code § 22.1-254.1 in lieu of attending school for the school year 20 - 20. *Note: This form is provided for your convenience only. You may use any NOI.*

### STUDENT INFORMATION

**\*These fields are optional but assist in internal record keeping.**

First and Last Name	Age as of 9/30	Grade Level*	If you are withdrawing from a KG school, which school?*

### HOME INSTRUCTION OPTION

I am eligible to provide home instruction for the above children as indicated below. (Check **only one** option below.)

- 1. I have a high school diploma or college degree. A GED is not acceptable for this option.**  
⇒ Attach a copy of your diploma, degree, or transcript. KGCS does NOT maintain this record and it must be submitted annually.
- 2. I have the qualifications prescribed by the Virginia Board of Education for a teacher.**  
⇒ Attach a copy of your current Virginia teaching certificate. KGCS does NOT maintain this record and it must be submitted annually.
- 3. I have enrolled my child(ren) in a program of study or curriculum which is delivered through a correspondence course, distance learning program, or in another manner.**  
⇒ Attach evidence of enrollment showing name and address of the program, child's name, enrollment date(s) and a list of courses.
- 4. I have attached a statement which describes why I am able to provide an adequate education for my child(ren).**

### SUPPORTING DOCUMENTATION

I have included **both** of the following with this NOI (please include your child's name on each document to avoid delays in processing):

- a description of the curriculum (limited to a list of subjects to be studied during the coming school year);
- **AND** evidence of having met criteria for the selected option (#'s 1 through 4) as indicated above.

### DEADLINES

Notice of Intent: NOI and supporting documents are due annually by August 15. Truancy procedures may begin if notice is not received.

Evidence of Progress: Evidence of adequate progress is due annually by August 1 following this school year for each child listed above between the ages of six (on or before September 30 of this school year) and 18 who has not graduated or obtained a high school diploma.

### PROBATION

If evidence of adequate progress is not provided as required by VA Code §22.1-254.1(C), the home instruction program for that child may be placed on probation. When in probationary status, parents must submit evidence of their ability to provide an adequate education and a remediation plan addressing any educational deficiencies. If the plan is accepted, home instruction may continue for one probationary year. If the plan is not accepted, or satisfactory evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease.

### PARENT CERTIFICATION

I hereby certify that I am the parent or guardian of the child(ren) listed above and I understand the above requirements.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

If you wish to receive phone calls and/or emails (regarding home instruction ONLY, information is not shared), please complete the following:

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### OPTIONAL - These fields assist in internal record keeping. Please check all that apply.

**NONE APPLY**

- MOVE** We recently moved to King George. Previously, we:  attended school  provided home instruction  other.
- NEW** We are new to home instruction, but we are not new to KG. Previous school:  PES  SES  KGES  MS  HS  other.
- UPDATE** We are a current home instruction family in King George, but our information has changed.
  - We added students; and/or
  - We removed students due to:  enrollment in school: \_\_\_\_\_;  graduation; or  other; and/or
  - We changed our contact information.

### **Return this completed form to:**

King George County Schools  
c/o Home Instruction  
PO Box 1239  
King George, VA 22485

**Note:** Please keep a copy of all documents for your records as KGCS does not maintain copies. If you need a receipt of delivery, request tracking at the post office. Do not send certified or with a signature required as this may result in undeliverable mail. KGCS is not required to provide confirmation letters but may do so upon request. Please see the Home Instruction page on the KGCS website for more information.

**Please do not include correspondence with this NOI; please contact us directly with any questions or concerns.**