

REQUIRED DOCUMENTS

- ❖ **Individualized Home Instruction Cover Sheet (enclosed)**
 - Submitted with the Individual Home Instruction Plan (IHIP)

- ❖ **Individualized Home Instruction Plan (enclosed)**
 - Must be submitted within three weeks of receiving Home Instruction packet.
 - Must include a list of the syllabi, curriculum, textbooks, or a plan of instruction to be used for each required subject. A table of contents from an appropriate textbook, or, if available, a scope and sequence chart can be submitted if it describes the content that will be taught.
 - An IHIP form has been included with this packet for your convenience. It is not required that you use this form.

- ❖ **Quarterly Reports (optional form enclosed)**
 - Must be submitted by the following dates:
 - 1st Quarter Report: *November 13-20, 2015***
 - 2nd Quarter Report: *February 5, 2016***
 - 3rd Quarter Report: *April 22-28, 2016***
 - 4th Quarter Report: *June 17-28, 2016***
 - Must include the numbers of hours of instruction completed during the quarter (total for Grades 1 – 6; by subject for grades 7 – 12)
 - Must include a written description of the materials/topics covered for each subject listed on the IHIP
 - A grade or written evaluation of the students progress
 - If less than 80% of the instructional plan represented in the IHIP for the quarter has been achieved in any subject, a written explanation is required.

- ❖ **Assessment Identification Sheet (enclosed)**
 - Must be submitted with your 3rd Quarterly Report
 - Must identify a norm-referenced standardized achievement test or approved alternative that will be used to document the level of achievement for each student
 - Acceptable tests are identified on this sheet. Permission to substitute a test not on that list must be obtained from the NFSCD Home Instruction Director.

- ❖ **Annual Assessment Results**
 - Results of standardized test identified in the Assessment Identification Sheet must be submitted with your 4th Quarter Report
 - A written narrative may be substituted.