

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 if the required information can be submitted in a better format.

❖ Quarterly Reports (optional form enclosed)

- Must be submitted by the following dates:
 - 1st Quarter Report: November 15, 2024**
 - 2nd Quarter Report: January 31, 2025**
 - 3rd Quarter Report: April 11, 2025**
 - 4th Quarter Report: June 20, 2025**
- 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 student's 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 under certain circumstances, as described on the Assessment Identification Sheet.