

**Action Steps for Home Instruction - C.R. 100.10**

<b>Who</b>	<b>Action</b>	<b>Time Frame</b>
<b>Notice of Intention to Instruct at Home</b>		
Parent	Sends written notice to superintendent of intention to instruct child at home	By <b>July 1</b> each year or within 14 days after commencing home instruction or moving into district
<b>Procedures for Development and Review of an Individualized Home Instruction Plan (IHIP)</b>		
School District	Sends to parent copy of C.R. 100.10 and a form for IHIP for each child	Within <b>10 business days</b> after receiving notice from parent
Parent	Submits completed IHIP to school district (The district shall provide assistance in preparation of the forms, if requested by the parents)	By <b>August 15</b> each year or within 4 weeks of receipt of C.R. 100.10 and IHIP form, whichever is later
School District	Notifies parents of IHIP compliance or gives written notice of any deficiencies	By <b>August 31</b> each year or within 10 business days of receipt of IHIP, whichever is later
Parent	If necessary, submits a revised IHIP to school district which corrects any deficiencies	Within <b>15 days</b> of receipt of notice of deficiency in IHIP or <b>September 15</b> , whichever is later
Superintendent	If necessary, reviews revised IHIP and notifies parents of its compliance or gives written notice of the reasons the IHIP was determined not to be in compliance and the date of the next regularly scheduled Board of Education (BOE) meeting to be held at least 10 days after the mailing date of notice	By <b>September 30</b> each year or within <b>15 days</b> of receipt of the revised IHIP, whichever is later
Parent	If necessary, notifies the BOE of desire to contest the superintendent's determination of IHIP noncompliance	At least <b>3 business days</b> prior to BOE meeting date
Parent	If necessary, presents proof of compliance of IHIP to the BOE	At the regularly scheduled BOE meeting at least <b>10 days</b> from mailing date of the superintendent's notice of IHIP noncompliance
BOE	If necessary, makes a final determination of the compliance or non-compliance	At the regularly scheduled BOE meeting at which the parent presents proof of compliance of their IHIP
Parent	If necessary, may appeal a final determination by the school district of IHIP noncompliance to the Commissioner of Education	Within <b>30 days</b> following receipt of determination of noncompliance of the IHIP
Parent	If necessary, provides for the instruction of their children at a public school or elsewhere if and when no appeal is available concerning noncompliance of the IHIP	Immediately
<b>Contents of IHIP:</b>		
1. The child's name, age and grade level		
2. A list of the syllabi, curriculum materials, textbooks or plan of instruction to be used in each of the required		
3. The dates for submission of Quarterly Reports to school district		
4. The names of the individuals providing instruction		

**ROTTERDAM-MOHONASEN CENTRAL SHOOOL DISTRICT**

2072 CURRY ROAD

SCHENECTADY, NY 12303

HOME SCHOOLING

**INDIVIDUALIZED HOME INSTRUCTION PLAN (IHIP)**

2025-2026

CHILD'S INFORMATION			
NAME: LAST		FIRST	DATE OF BIRTH
			PRESENT GRADE
ADDRESS:			
CITY		STATE NY	ZIP
PARENT'S INFORMATION			
NAME: LAST		FIRST	HOME PHONE ( )
E-MAIL ADDRESS:			CELL PHONE # ( )
INDIVIDUAL PROVIDING INSTRUCTION			DATE OF COMMENCEMENT OF HOME INSTRUCTION
NAME: LAST		FIRST	____/____/____
SCHOOL OR OTHER PROGRAM WITH WHICH CHILD IS ASSOCIATED (IF ANY)			
TYPE OF ANNUAL ASSESSMENT (PLEASE CHECK):			
<input type="radio"/> COMMERCIAL TEST		<input type="radio"/> NARRATIVE REPORT	
NAME OF TEST			
TESTING SITE			
TESTING ADMINISTRATOR			
TEST EVALUATOR			
PROJECTED DATE OF ASSESSMENT			
DATES OF SUBMITTAL OF QUATERLY/TRIMESTER REPORTS (GRADES K-5 TRIMESTER REPORTS/ GRADES 6-12 QUARTERLY REPORTS)			DATES OF SUBMITTAL OF ATTENDANCE
1 <sup>st</sup> QUARTER/TRIMESTER ____/____/____			1 <sup>st</sup> QUARTER/TRIMESTER ____/____/____
2 <sup>nd</sup> QUARTER/TRIMESTER ____/____/____			2 <sup>nd</sup> QUARTER/TRIMESTER ____/____/____
3 <sup>rd</sup> QUARTER/TRIMESTER ____/____/____			3 <sup>rd</sup> QUARTER/TRIMESTER ____/____/____
4 <sup>th</sup> QUARTER ____/____/____			4 <sup>th</sup> QUARTER ____/____/____

PARENT SIGNATURE \_\_\_\_\_

PLEASE RETURN TO: LAUREL LOGAN KING, ASST. SUPERINTENDENT FOR CURRICULUM & INSTRUCTION  
AT THE ABOVE ADDRESS OR EMAIL TO [homeschool@mohonasen.org](mailto:homeschool@mohonasen.org)

**Required Courses:****Grades 1-6**

Math, Reading, Spelling, Writing, the English Language, Geography, U.S. History, Science, Health, Music, Visual Arts, PE, bilingual education and/or English as a new language where the need is indicated.

**Grades 7-8**

English - 2 units; History/Geography - 2 units; Science - 2 units; Math - 2 units; Physical Education - regularly; Art - 1/2 unit; Music - 1/2 unit; health - regularly; practical arts - regularly; library skills - regularly. The units are cumulative requirements for grades 7-8.

\*\*Required once during Grades 1-8: U.S. History; N.Y.S. History; Constitution of U.S and N.Y.S.

**Grades 9-12**

English - 4 units; Social Studies - 4 units, which includes 1 unit of American History, 1/2 unit of government, 1/2 unit economics, mathematics 2 units, science 2 units, art and/or music 1 unit, health 1/2 unit, PE 2 units, 3 units of electives. The units are cumulative for grades 9-12.

\*\* Required subjects to be covered during K-12: patriotism & citizenship; health education regarding alcohol, drug and tobacco misuse; highway, traffic and bicycle safety; fire and arson prevention and safety

**(As per state law, a unit is equal to 6,480 minutes of instruction per year)**

<b>Who</b>	<b>Action Steps for Home Instruction</b> C.R. 100.10	<b>Time Frame</b>
Parent	If necessary, furnishes the superintendent written notice of arrangements made to provide their children with required instruction unless they are enrolled in public school	With 10 days after administrative review of the determination of noncompliance is completed
<b>Attendance Requirements</b>		
Children	Attend upon instruction	The substantial equivalent of 180 days and 900 hours per year for grades 1-6, and 180 days and 990 hours per year for grades 7-12
Parent	Maintains records of attendance (permitting absences on the same bases as the district uses for its own students)	180 days per year or the equivalent
School District	May review records of attendance	Upon request
<b>Quarterly Reports</b>		
Parent	Submits to the school district Quarterly Report for each child containing the following: (1) number of hours of instruction during quarter; (2) description of material covered in each subject listed in the IHIP; (3) grade in each subject or a written evaluation of child's progress; and (4) a written explanation of less than 80% of the course material listed in the IHIP for any subject is covered	On or before dates specified in IHIP or Quarterly Reports
<b>Annual Assessment</b>		
Parent	Submits annual assessment along with the fourth Quarterly Report. Determines if the annual assessment will include (1) commercially published standardized test with current norms for student's age or (2) an alternative form of evaluation	Grades 1-8

**(1)** Chooses achievement test with current norms for evaluation from among the following:

- \*Iowa Test of Basic Skills
- \*California Achievement Test
- \*Stanford Achievement Test
- \*Comprehensive Test of Basic Skills
- \*Metropolitan Achievement Test
- \*State Education Department (SED) Tests
- \*Other SED approved tests

**Required for Grades 9-12**

Determines who will administer and score the achievement test and where from the following options:

- \*Public school/professional staff
- \*Registered nonpublic school/professional staff with consent of their Chief School Officer
- \*Nonregistered nonpublic school/professional staff with consent of superintendent of the district and chief school officer of the school
- \*Other location/other person approved by superintendent

**(2)** Alternative evaluation for **grades 1-3** can be a written narrative submitted by: \*NYS certified teacher

\*Peer review panel \*Other approved person

Alternative evaluation for **grades 4-8** submitted no more often than every other school year by: \*NYS certified teacher \*peer review panel \*Other approved person

School District	Provides test instrument used for the annual assessment	Upon request of the parent
School District	Determines the composite scores on achievement tests adequate if they are: *above 33% on national norms or *show 1 academic year's growth from test administered during prior school year	Following the submission of the annual assessment by the parent
School District	Places the home school program on probation for up to 2 years if the child's annual assessment fails to be adequate	Following the submission of the annual assessment by the parent School District
Parent	Submits a plan of remediation which addresses deficiencies in the child's achievement	Prior to the district's acceptance of the next annual plan
School District	Removes a home school program from probation if the child progresses to level specified in the remediation plan	At the end of any semester following the beginning of probation
Superintendent	May require one or more visitations to the home following 3 days written notice to ascertain areas of noncompliance. Visits must be made by superintendent or a designee and could also include a member of a peer review panel	Upon reasonable grounds of noncompliance with regulations
School District	Notifies parents in writing of failure to comply with at least 75% of objective of a remediation plan each semester or 100% of objectives of the remediation plan within 2 years and notified them of the next regularly scheduled BOE meeting which will fall 10 days past the notice's mailing date and the parents' right to contest the determination	End of semester or after two years probation

# ATTENDANCE RECORD

## (REQUIRED AT QUARTERLY REPORTING)

STUDENT NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

DAY	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
1st										
2nd										
3rd										
4th										
5th										
6th										
7th										
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26th										
27th										
28th										
29th										
30th										
31st										

P = PRESENT

A = ABSENT

T = TARDY

 X = NO SCHOOL  
 (Holiday, vacation)

Quarterly Report Information

Plan of Instruction	Materials/Evaluation	Hours of Instruction	% of Content Covered	Grade Earned
Content Area: (List the Subject)				
1 <sup>st</sup> Quarter				
2 <sup>nd</sup> Quarter				
3 <sup>rd</sup> Quarter				
4 <sup>th</sup> Quarter				

# Individual Home Instruction Plan (Sample)

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Student's Name \_\_\_\_\_

Grade \_\_\_\_\_

Subject: \_\_\_\_\_

List of syllabi, curriculum materials, textbooks pr plan of instruction:

Method of Evaluation:

Subject: \_\_\_\_\_

List of syllabi, curriculum materials, textbooks pr plan of instruction:

Method of Evaluation: