

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Names Equivalent Education Outside The Schools (Home Schooling)	
Procedure No. 9270-00-01	Eff. Date: 8/22/2019
Implements Board Policy 9270	Last Reviewed: 8/22/2019

1. Background

Describe relevant background to the implementation of the policy.
Pursuant to Board Policy 9270 and Ohio Rev. Code 3321.03 and 3321.04, the Board of Education encourages the enrollment of all school age children residing in Cincinnati Public Schools boundaries. The Board recognizes its responsibility for assuring that every resident school-age child is enrolled in an approved program or is offered an equivalent education elsewhere and designates the Superintendent to act in its behalf. All requests to educate a child in an equivalent education (home schooling) program are to be submitted to the Superintendent according to Ohio Administrative Code 3301-34. The Superintendent may allow a student who is home educated at home or at a non-District school to participate in one or more of the District's co-curricular or extra-curricular activities providing the student meets the District and Ohio High School Athletic Association eligibility criteria.

2. Responsibilities

Title: Superintendent and Superintendent's Designee	
Address: 2651 Burnet Avenue Cincinnati, OH 45219	
Phone: 513-363-0233	Cell phone:
<p><i>Describe responsibilities:</i> Review parent's Home Education Notification for compliance. Excusal letter for parent/child issued and signed by superintendent within 14 days. Enroll student into PowerSchool.</p> <p>If parent's notification is incomplete, notify parent in writing within 14 days requesting information that is not provided.</p> <p>If the superintendent finds the parent's notification to instruct a child at home has not been submitted, is incomplete or does not comply with the laws, the attendance officer would investigate the child's absence and enforce truancy law.</p>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

When a parent has submitted an annual home education notification to the Superintendent, according to Ohio law, the Superintendent (or designee) must review the notification within 14 calendar days and respond to the parent, in writing, either excusing the child or requesting information that was not provided.

The designee who may be reviewing the notification can be a staff member, but only the district superintendent may sign the excusal letter sent to the parent.

Notifications must include all of the elements in Ohio Administrative Code 3301-34.

Review parent's Home Education Notification for compliance. Excusal letter for parent/child issued and signed by superintendent within 14 days. Enroll student into PowerSchool.

If parent's notification is incomplete, notify parent in writing within 14 days requesting information that is not provided.

If the Superintendent finds the parent's notification to instruct a child at home has not been submitted, is incomplete or does not comply with the laws, the attendance officer would investigate the child's absence and enforce truancy law

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.Excusals Parent Letter	Letter excusing child from school attendance	10/1/2019
2.Incomplete Parent Letter	Parent Letter explaining what is needed to complete parent's Home Education Notification	10/1/2019

6. Additional Information

Describe any additional information relevant to the implementation of the policy.



HOME EDUCATION DEPARTMENT

P.O. Box 5381 * Cincinnati, Ohio 45201-5381 * Phone: 513-363-0233 * TDD: 513-363-0280

August 1, 2019

CPS Parent
123 Main Street
Cincinnati, Ohio 452XX

RE: CPS Child dob: 1/2/2013

Dear Ms. Parent:

We have received your Notification to Home Educate your child. In an effort to complete the processing of your Notification, additional information is needed. As per section 3301-34-03 of the Ohio Rules for Home Education, **please submit the following highlighted information:**

- #1 -School year for which notification is made
- #2 -Name of parent(s) and street address
- #3 -Name and address of person(s) who will be teaching the child the subjects set forth in #5, if other than parent
- #4 -Full name (first, middle, and last) and date of birth of child to be educated at home
- #5 -Assurance that home education will include the required State of Ohio subjects/courses
- #6 -Brief Outline of the Intended Curriculum for the current school year
- #7 -List of Textbooks, Correspondence Courses, Commercial Curricula; or Other Basic Teaching Materials
- #8 -Assurance that the child will be provided a minimum of 900 hours of home education each school year
- #9 -Assurance that the home teacher has one of the following qualifications – a high school diploma, or the certificate of high school equivalence, or higher
- #10-Signature of Affirmation
- #11-Academic Assessment report from previous school year

If you have questions or require additional information, please feel free to call Sue Kees in the Home Education Office at (513) 363-0233.

Sincerely,

Laura Mitchell
Superintendent

LM:sk



**Superintendent's Office
Education Center**
Cincinnati Public Schools
P.O. Box 5381
Cincinnati, Ohio 45201-5381

Phone: (513) 363-0073
Fax: (513) 363-0055

www.cps-k12.org

September 9, 2019

CPS Parent
123 Main Street
Cincinnati, Ohio 452XX

RE: CPS Child
D.O.B. 1/2/2013

Dear Ms. Parent:

Thank you for the notification of your intent to provide home-based education for your child. After reviewing your plan, we have determined that it is in compliance with Ohio Revised Code, Section 3321.04 and Ohio Administrative Code, Section 3301.34 and your child is excused from school attendance for the **2019-2020** school year.

Should you have additional questions, please feel free to contact Sue Kees in the Home Education office at 363-0233.

Sincerely,

Laura Mitchell
Superintendent

cc: Principal, Hughes STEM H.S.

LM:sk