



## CNMI Public School System Home Study Packet Checklist

Please submit the following list of items below:

| Date Submitted | Requirement  |
|----------------|--|
|                | Letter of Request  |
|                | Complete Application Form                                  |
|                | Copy of Parent's ID  |
|                | Child's Birth Certificate                                  |
|                | Copy of Child's ID   |
|                | Daily Instructional Schedule                               |
|                | Police Clearance of the Tutor                              |
|                | Tuberculosis Clearance of the Tutor                        |
|                | Most Recent Report Card (Kinder student not required)      |
|                | Teaching Certificates/Diploma/Transcript of Tutor (If Any) |
|                | Map to the House   |

Checklist reviewed and approved by: \_\_\_\_\_ (COE's Admin Officer)

### For Official Use Only:

| Department   | Status               | Name, Date, and Signature of Approving Official |
|--|----------------------|---|
| Office of Curriculum and Instruction               | Approved/Disapproved |   |
| Office of Student & Support Services               | Approved/Disapproved |   |
| Office of Accountability, Research, and Evaluation | Approved/Disapproved |   |
| Office of the Commissioner of Education            | Approved/Disapproved |   |

January 10, 2022



## CNMI Public School System

### Home Study Application Form

| School Year | Grade Level | Name of Current School |
|-------------|-------------|------------------------|
|             |             |                        |

#### A. Student Information:

| First Name | Last Name | M.I. |
|------------|-----------|------|
|            |           |      |

| Age | Date of Birth | Gender |
|-----|---------------|--------|
|     |               |        |

#### B. Parent's Information:

| Mother's Name | Father's Name |
|---------------|---------------|
|               |               |

#### C. Contact Information:

##### Home Address:

| Street Number and Name | Village  |
|------------------------|----------|
|                        |          |
| City                   | Zip Code |
|                        |          |

##### Mailing Address:

| P.O. Box Number |          |
|-----------------|----------|
|                 |          |
| City            | Zip Code |
|                 |          |

| Email of Parent/s | Contact No. |
|-------------------|-------------|
|                   |             |
|                   |             |

Approved by COE on Jan. 10, 2022



## CNMI Public School System

### Home Study Application Form

#### D. Information about the Home School Teacher/Tutor:

| First Name | Last Name | M.I. |
|------------|-----------|------|
|            |           |      |

#### Home Address:

| Street Number and Name | Village  |
|------------------------|----------|
|                        |          |
| City                   | Zip Code |
|                        |          |

#### Mailing Address:

| P.O. Box Number |
|-----------------|
|                 |
| City            |
|                 |

Zip Code

| Email of Tutor | Contact No. of Tutor |
|----------------|----------------------|
|                |                      |
|                |                      |

#### Description or Qualification of Home School Teacher or Tutor

|  |
|--|
|  |
|--|



**CNMI Public School System**  
**Home Study Application Form**

**E. Proposed Schedule**

| Day/s | Time | Activity |
|-------|------|----------|
|       |      |          |
|       |      |          |
|       |      |          |
|       |      |          |
|       |      |          |
|       |      |          |
|       |      |          |

**F. Proposed Curriculum**

| Title | Description | For Official Use<br>Only:<br>(Met/Not Met) | Signature of<br>OCI Program<br>Manager |
|-------|-------------|--|--|
|       |             |  |  |
|       |             |  |  |
|       |             |  |  |
|       |             |  |  |
|       |             |  |  |

Please use additional pages if needed or attached curriculum description.

Approved by COE on Jan. 10, 2022

Date: \_\_\_\_\_

Dr. Lawrence F. Camacho, Ed.D.  
Commissioner of Education  
CNMI Public School System

Re: Request Letter for Home Study Program

Dear COE \_\_\_\_\_:

This letter is to request for your approval for the home study program of my child  
\_\_\_\_\_ (name of child). I have attached a copy of the Home  
Study application form and other requirement for your consideration. The curriculum that I plan  
to use is \_\_\_\_\_. I understand that I need to report and  
submit my child's quarterly grades and progress to the Office of Accountability, Research, and  
Evaluation for accountability purposes. I also understand that I need to submit a new application  
annually 90 days before the opening of the new school year.

I am hoping for your approval on this request as early as possible.

Sincerely yours,

\_\_\_\_\_

Parent Name and Signature



## **CNMI Public School System Board of Education Regulation**

### **§ 60-20-535 Home Study**

Home study programs must meet Commonwealth curriculum and performance standards and the following provisions will apply for all approved home study programs.

#### **(a) Application**

An application for home study shall be submitted to the Commissioner no later than sixty days prior to the beginning of a school year. No one will be excused from attending a public or nonpublic school unless the Commissioner has granted a waiver.

The following information must accompany the application.

- (1) Name, address and telephone of parents and student or tutor
- (2) Justification for the home study program
- (3) Auspices under which the home study will operate and curriculum will be taught
- (4) Description and qualifications of parent-instructor or tutor and, for my hired tutor, police clearance for the past three years
- (5) Dates and hours of instruction
- (6) Negative active tuberculosis records for any hired tutor
- (7) Any other pertinent and necessary information as requested by the Commissioner of Education.

#### **(b) Application Processing**

The Commissioner will take action on a timely submitted application before the beginning of the school year. All applicable curricular and other standards of the Board shall be met and any investigation conducted in the review of the application shall be completed before a decision is rendered.

#### **(c) Limitations**

- (1) A waiver is granted for home study based on meeting the requirements of the Commissioner and this section.



(2) Parents/guardians must report in writing to the Commissioner any change in the home study within five days.

(3) The term of a home study is for one school year. The Commissioner may, however, suspend or revoke the waiver if the holder violates the terms of the application or this section.

#### **(d) Home Study Records**

A chartered home study program shall keep adequate records for the student containing persons in attendance, goals and such information as required by the Commissioner. Records of courses taken shall be transferred at the end of the school year to a school where the student would otherwise be attending and shall be kept on file there for at least five years.

#### **(e) Reports**

The parent/guardian shall submit to the Commissioner reports on the progress of the program monthly, quarterly and annually.

#### **(f) Other Requirements**

(1) A chartered home study program shall provide 300 minutes of secular instruction daily. It shall be in operation for 180 instructional days in a year.

(2) Mentors of a home study program shall meet the qualifications stipulated by Board policies.

(3) The PSS shall monitor the home study program to ensure compliance with its application and this section.

#### **(g) Revocation of Waiver**

(1) Failure to comply and maintain the standards and conditions required by the Commissioner and this section shall be considered reason for suspension or revocation of the waiver.

(2) Parents/guardians, including mentors of any home study students, shall cooperate, provide information and access and assist the Commissioner in any inquiry or investigation conducted regarding application, monitoring and related matters. Failure to cooperate constitutes reason for disapproval of an application or suspension or revocation of a waiver.