

Baltimore County Public Schools

Home Instruction Notification Form

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This form is used by Baltimore County Public Schools in accordance with the Code of Maryland Regulations that governs home instruction. A parent or guardian choosing to teach a child at home shall complete and submit this form at least 15 days before beginning a home instruction program.

Beginning July 2025, homeschooling notification forms will be submitted to schools and entered into the Focus/Student Information System by the enrollment staff member. **Submitting this form to the school does not mean the student is enrolled in the school. Homeschooled students are not enrolled in BCPS; they are independently educated outside of the school system, and the parent assumes full responsibility for the child's education.**

Current BCPS Students: The parent/guardian shall submit this form to the student's current school of enrollment.

Students not enrolled in BCPS: The parent/guardian should submit this form to the student's zoned school. If registering multiple children at different levels (elementary, middle, high), forms for all children may be submitted to one school.

PART A: General Information

Student's Name: Last _____ First _____ Middle Initial _____

Date of Birth: Month _____ *Day _____ Year _____ Grade for Current School Year: _____

Notification forms are accepted for students who are 5 years old on or before September 1st of the current school year and have not yet reached their 18th birthday.

* Providing the day of the child's birth is optional, according to MD's homeschooling regulation. If the day is not provided, the date will be entered as the 1st of the month.

Gender (Optional): Male Female

Student's Race (Optional): American Indian/Alaskan Native Asian Black/African American
 Native Hawaiian/Pacific Islander White

Name of Parent/Guardian: Last _____ First _____

Home Address: Full Street Address (with Unit #) _____
City _____ State _____ Zip Code _____

Optional Methods of Contact: Please note that **e-mail** is the primary form of communication.

E-mail: _____ Primary Phone Number: _____

Most Recent School of Enrollment or Educational Experience (Optional): _____

PART B: Parent/Guardian Understands Maryland Regulations for Home Instruction

I hereby CERTIFY that I have read and understand the requirements in COMAR 13A.10.01.01-.05, attached hereto.

CHECK THE BOX (or form cannot be processed)

Be sure to review the information on the [BCPS Website - Home Schooling](#) to ensure you are fully informed.

Scan code for BCPS Home Schooling Website



Voluntary Participation in Standardized Testing Program

The Maryland State Department of Education makes standardized assessments that are administered in public schools available to homeschooled students (typically in grades 3 to 8 and grade 10). Participation in assessments is voluntary for homeschooled students. Parents/guardians may change decisions about testing participation at any time.

Check one box: Yes, I would like my child to participate. OR No, I would not like my child to participate.

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Name of Student: _____

PART C: Required Supervision of Home Instruction Program

Parents/Guardians must choose between holding portfolio reviews with Baltimore County Public Schools (Option A) or being supervised by a private entity that is registered with the Maryland State Department of Education. Parents/guardians may change decisions about supervision at any time by sending an email (homeschooling@bcps.org).

OPTION A - I hereby AGREE that I will comply with state regulation COMAR 13A.10.01.01C, .01D, and .01E.

Parents selecting **OPTION A (Portfolio Reviews by BCPS)** will maintain and submit a homeschooling portfolio 2 times each year. For details about portfolio reviews, click this link, [Portfolio Reviews with BCPS](#), or scan this code:



OR

Option B - I hereby CERTIFY that I will provide a home instruction program under the supervision of a non-public school with a certificate of approval from the State Board of Education, or under the supervision of a school or institution offering an educational program operated by a bona fide church organization under COMAR 13A. 10.01.05.

Parents selecting **OPTION B (Oversight by state-registered entity/umbrella)** will have their affiliation with the registered entity verified each year and will not need to hold portfolio reviews with BCPS.

A state-registered entity (aka *homeschooling umbrella*) is NOT the same as curriculum or an online school/program.

Do not enter the name of the online school or program (i.e. *Time4Learning, Penn Foster, Acellus*, etc.) in this section. For a list of state registered entities authorized to oversee home instruction in Maryland, click [here](#) or scan this code:

Name of Registered Entity/Umbrella: _____



Address of Registered Entity/Umbrella: _____

Signature of Parent/Guardian

**Within 15 days of receipt, this form will be processed so long as the form provides all required information and is completed correctly. A letter of confirmation will be emailed through the Focus/Student Information System.*

Parents/guardians who need to make changes to the information provided on this form (contact information, Testing preference, change of Supervision, etc.) should send an email with the updated information (homeschooling@bcps.org).

Date: _____ Signature of Parent/Guardian: _____

Print Name of Parent/Guardian: _____

INTERNAL USE ONLY – Important Notes for School Staff

Date received: _____

- ✓ Resources for processing the form and entering in Focus are located within *Enrollment* folder in Focus Group.
- ✓ Before entering information in Focus, be sure to switch your profile to **Home Schooling** (top right corner).
- ✓ Verify that the contact information and address on this form match Priority Contact #1 in Focus.
- ✓ Send confirmation letter to Priority Contact #1 and Student Log.
- ✓ Upload form into Focus. (Maintaining a paper copy in the existing student file is optional; otherwise shred the form.)

Processed by: _____ Date completed: _____

*If Option B is not listed in Focus but is listed on the MSDE list, email homeschooling@bcps.org for assistance.

COMAR 13A.10.01.01-.05

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13A.10.01.01

.1 Home Instruction Program.

A. Purpose. The purpose of this regulation is to establish a procedure to be used by the superintendent of each local school system to determine if a child participating in a home instruction program is receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age.

B. Written Agreement.

(1) A parent or guardian who chooses to teach his or her child at home shall initially sign a statement on a form prescribed by the State Department of Education which:

(a) Indicates consent to the requirements set forth in §§C, D, and E of this regulation; and

(b) Shall be submitted to the local superintendent at least 15 days before the beginning of a home instruction program.

(2) Annual Verification. Annually thereafter, before the beginning of the school year, a parent or guardian shall verify the continuation of home schooling for his or her child with the local school superintendent or with the supervising nonpublic school or institution described in Regulation .05 of this chapter.

(3) Change in Status. A parent or guardian shall notify the local school superintendent, or the supervising nonpublic school or institution described in Regulation .05 of this chapter if a change occurs in the home school status of a child during the school year.

C. Instruction Program. The home instruction program shall:

(1) Provide regular, thorough instruction in studies usually taught in public schools to children of the same age;

(2) Include instruction in English, mathematics, science, social studies, art, music, health, and physical education; and

(3) Take place on a regular basis during the school year and be of sufficient duration to implement the instruction program.

D. Educational Materials. A parent or guardian who chooses to teach a child at home shall maintain a portfolio of materials which:

(1) Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in §C (1) and (2);

(2) Includes relevant materials, such as instructional materials, reading materials, and examples of the child's writings, worksheets, workbooks, creative materials, and tests;

(3) Shall be reviewed by the local superintendent or the superintendent's designee at the conclusion of each semester of the local school system at such times as are mutually agreeable to the local superintendent or designee and the parent or guardian.

E. A parent or guardian shall agree to permit a representative of a local school system to review the portfolio of educational materials and discuss the instructional program provided that all of the following requirements are met:

(1) The review is at a time and place mutually agreeable to the representative of the local school system and the parent or guardian;

(2) The purpose of the review is to ensure that the child is receiving regular, thorough instruction as set forth in §C;

(3) There are not more than three reviews during a school year.

F. Additional Requirements. A local school system may not impose additional requirements for home instruction programs other than those in these regulations.

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13A.10.01.02

.2 Voluntary Participation in Standardized Testing.

Upon request of a parent or guardian, a child receiving home instruction may participate in the regularly scheduled standardized testing programs that are administered in the public school the child is eligible to attend.

13A.10.01.03

.3 Noncompliance with Requirements.

A. Failure to Consent. If a parent or guardian does not agree to the requirements of Regulation .01B, C, and D, above, a child shall be enrolled promptly in a public school or nonpublic school as defined in COMAR 13A.09.09.02B(9).

B. Deficiencies in the Program. If a local superintendent determines on the review of the home instruction program or inspection of the portfolio that a child is not receiving a regular, thorough instruction program in conformity with Regulation .01C and D, the local superintendent shall notify the parent/guardian in writing of any deficiencies in the program. The following apply:

(1) Within 30 days of receipt of notification of any deficiencies, the parent or guardian shall provide evidence to the local superintendent that the deficiency has been or is being corrected.

(2) If a local superintendent determines there is not a satisfactory plan to correct a deficiency or if a deficiency is not corrected, a child shall be enrolled promptly in a public school or a nonpublic school as defined in COMAR 13A.09.09.02B(4)(a).

13A.10.01.04

.4 Placement in Public School.

Upon application of a child for admission to a public school from a home instruction program, the local superintendent shall determine by an evaluation the placement of the child and any credits to be awarded toward high school graduation. The evaluation may include administration of standardized tests and examinations and interviews with the child.

13A.10.01.05

.5 Home Instruction under Supervision of Non-public School. (Umbrella)

A. A parent/guardian may provide instruction for a child at home without compliance with the requirements of this regulation, other than the requirements of Regulations .01B (1) (b) and .04 of this chapter, if that instruction is offered through correspondence courses and is under the supervision of a:

(1) School or institution offering an educational program operated by a bona fide church organization, and the supervision includes at a minimum all of the following components:

(a) Reenrollment conferences with parents or guardians,

(b) Textbooks, lesson materials, and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school,

(c) Conferences with parents or guardians at appropriate intervals during the period of enrollment; or

(2) Nonpublic school with a certificate of approval from the State Board of Education, and the supervision includes at a minimum all of the following components:

(a) Textbooks, lesson materials, and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school, and

(b) Assignment of a school-based teacher to assist the home teacher in using the correspondence courses and to assist the pupil by issuing progress reports, marking papers, and grading tests.

B. Annual Verification. The supervising non-public school or institution described in §A of this regulation annually shall:

(1) Verify with the local school superintendent the identification of home schooled students whose instruction is continuing under its supervision;

(2) Notify the local school superintendent of the identification of home schooled students whose instruction is newly added to its supervision; and

(3) Provide the local school superintendent with the identification of home schooled students whose instruction is no longer under its supervision.

C. Change in Status. The supervising nonpublic school or institution described in §A of this regulation shall notify the local school superintendent if a change occurs in the status of a home schooled student whose instruction was under its supervision during the school year.