



### **Suffolk Public Schools Homeschool Re-entry Guidelines**

Students who have received home instruction and seek admission or readmission in Suffolk Public Schools will be admitted and placed in accordance with the following provisions:

#### **Enrolling elementary students**

- Parents should contact the Homeschooling Coordinator to obtain a verification of progress letter based on the student's annual testing.
- Parents should enroll the student at the zoned school following normal enrollment procedures. The school shall make the determination of grade placement based on the information in the verification of progress letter and the student's age. If a student enrolls in the school prior to the end of the school year and annual testing has not yet occurred, proper documentation is required to verify curriculum completion. A portfolio may be required. Examples of acceptable documentation may include:
  - Official transcripts from accredited online schools or programs
  - Comprehensive outlines of curriculum materials used by the student
  - Portfolio of completed work outlined by subject area and level of proficiency
  - Official documentation from a homeschool or private tutor/cooperative program (must include evidence of Virginia Department of Education licensure)

#### **Enrolling middle and high school students**

- Parents should contact the Homeschooling Coordinator to obtain a verification of progress letter based on the student's annual testing.
- Credit will be awarded for secondary students based on the documentation provided prior to enrollment. Parents must be able to provide evidence of student progress and proficiency in established academic requirements to the School Administrative Offices Homeschool department.
- The following guidelines outline the process for awarding credit:

- Home instruction courses that are awarded credit will not receive a grade unless it is documented from an accredited program or school.
- Credit will be awarded for courses in which a student meets established academic requirements and/or a passing score on tests deemed appropriate by the Suffolk Public Schools.
- Credit will be awarded in academic courses successfully completed through state approved virtual schools or programs. Proper documentation is required to verify course completion. A portfolio may be required.
- Examples of acceptable documentation may include:
  - Official transcripts from accredited online schools or programs
  - Comprehensive outlines of curriculum materials used by the student
  - Portfolio of completed work outlined by subject area and level of proficiency
  - Official documentation from a homeschool or private tutor/cooperative program (must include evidence of Virginia Department of Education licensure)
- Grade level placement will be determined by the number of credits earned in accordance with established promotion criteria in Suffolk Public Schools.
- Graduation requirements for students who have been home instructed are the same as those for all Suffolk Public Schools students - course credit requirements and state testing requirements must be met.
- The student's cumulative record will indicate "home instruction," replacing the teacher's name, for those courses receiving credit. Course work completed through accredited private or public schools will determine the student's cumulative grade point average. The student's cumulative record will indicate "home instruction," replacing the teacher's name, for those courses receiving credit. Course work completed through accredited private or public schools will determine the student's cumulative grade point average.

Once the School Administrative Offices have reviewed credit documentation, the Homeschool Coordinator will notify the zoned school of the credit awarded. Parents may enroll the student at the zoned school following normal enrollment procedures.

### **Testing Requirements**

Parents may use any nationally normed standardized achievement test as evidence of academic achievement. Parents are responsible for securing test materials and administering tests to home instructed students. Testing materials must be submitted to the homeschool coordinator to verify grade progression prior to enrollment or re-enrollment in Suffolk Public Schools.