

# Instructions for Completing the Notice of Intent

## General Instructions

- Complete one (1) form for each student, 7 to 16 years old.
- The Notice of Intent (NOI) is effective for one school year and should be filed within ten (10) days of the start of the home instruction program. This is in accordance with the start of *your* school year, not the public school's calendar.

## Detailed Instructions

### SECTION 1: Student & Teacher Information

- **NAME OF STUDENT:** Enter the name of one child per form.
- **DATE OF BIRTH:** Enter the child's date of birth.
- **ADDRESS** (Line 2): Enter the child's mailing address.
- **TELEPHONE** (Line 2): Enter the telephone number for the parent/guardian with whom the child lives.
- **NAME OF TEACHER:** Enter the name of the parent/guardian who will be the primary provider of instruction.
- **ADDRESS** (Line 4): Enter the address of the parent/guardian who will be the primary provider of instruction.
- **TELEPHONE** (Line 4): Enter the telephone number of the parent/guardian who will be the primary provider of instruction.

### SECTION 2: Subjects to Be Taught

- **Required Subjects.** Over the course of a child's education the following subjects are required to be taught: Reading, Writing, Spelling, English Grammar, Geography, Arithmetic, U.S. History, and Citizenship. "REQUIRED SUBJECTS" means they must be covered at some point over the course of 12 years—it is not required that they be taught every year.
- **For each Subject, check "Yes" or "No"** to indicate whether or not instruction will be given in that particular subject area during the current school year.
- **It is not necessary to teach each subject separately.** Oftentimes, more than one subject will be taught at the same time, such as Writing/Spelling/English Grammar or U.S. History/Geography. In this case, check "Yes" for each subject.
- **U.S. History:** If covering another period of history (i.e. Ancient Rome) during the current school year, make a note next to "U.S. History" at what grade level you plan to teach United States History (ex: Grades 5th, 8th, & 11th).

## SECTION 2: Subjects to Be Taught (continued)

- **Citizenship:** This subject need not be taught as a separate class or curriculum. In fact, every time a current event is discussed, or the student learns how a bill becomes a law, etc., “Citizenship” is being taught.
- **Science:** Although science is not a required subject, it is recommended to be taught at some point during the course of a child’s education. For young children, this subject need not be taught using a formal curriculum, but can be very effectively learned through such simple activities as gardening or observing water change from ice, to liquid, to steam.
- **Other:** It is recommended that only necessary information be provided on a Notice of Intent form. Therefore, it is recommended that this line be left blank. By doing so, one does not set a precedent that other homeschool families may be pressured to conform to by public school officials.

## SECTION 3: Complete & Sign!

- **Total number of days scheduled for instruction:** According to CT law, 180 days of instruction per school year is mandatory. It is recommended that “180+ days” be entered, recognizing that learning occurs outside of formal school hours.
- **Teacher’s Method of Assessment:** Due to the nature of home education, testing may not be the only means of assessing a student’s progress. Following are two examples of other possible assessment methods.

*“Oral discussion and daily evaluation of written work”*

*“Oral reviews, daily evaluation of written work, oral and written quizzes and tests”*

(If you plan to have the student take an achievement test, this can also be indicated.)

- **Portfolio Review Date:** While the date for a portfolio review should be set per the convenience of the home educator, there is no need to the contact the school to schedule a portfolio review. The school district will notify you if they desire a meeting. It is recommended that the following be entered on this line: “June of \_\_\_\_\_” (the following year).
- **Parental Acknowledgement:** If applicable, both parents should sign and date the form.

## Photocopy & Mail

- Photocopy each NOI form and keep for your records.
- Mail the original Notice of Intent form by “*Certified Mail – Return Receipt Requested*”