



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## **NOTICE OF INTENT TO PROVIDE HOME INSTRUCTION**

I am providing Notice of my intention to provide home instruction for the children listed below as provided by § [22.1-254.1](#) of the *Code of Virginia*, in lieu of having them attend school for the school year 20\_\_\_\_ - 20\_\_\_\_.

Name(s) of Child(ren)	Date of Birth*	Grade Level*

### **Section I—Eligibility to Provide Home Instruction**

I wish to be recognized as eligible to provide home instruction by selecting the option indicated below. (Check one below.)

- \_\_\_\_ **1. I have a high school diploma or a higher credential.** (Attach a copy of the documentation that shows this.)
- \_\_\_\_ **2. I have the qualifications prescribed by the Board of Education for a teacher.** (Attach a copy of a teaching license or a statement to this effect from the Virginia Department of Education.)
- \_\_\_\_ **3. I have provided the child with a program of study or curriculum which is to be delivered through a correspondence course or, a distance learning program, or in some other manner.** (Attach a notice of acceptance or other evidence of enrollment showing the name and address of the school and a list of subjects to be studied for the coming school year if the child is enrolled in a correspondence course or distance learning program. If you choose to provide a program of study or curriculum in some other manner as specified in the *Code*, a list of the subjects to be studied for the coming school year must be submitted to the school division.)
- \_\_\_\_ **4. I do not have a high school diploma or higher credential; I have attached to this Notice a statement which describes why I am able to provide an adequate education for my child(ren).**

### **Section II—Reminders and Dates to Remember**

- I understand that by **August 1**, after this school year, I must provide evidence of progress for each child listed. Please attach evidence of progress to your annual renewal Intent Form. If I begin home instruction after the school year has started, I will submit this Notice as soon as practicable and comply with the other requirements within 30 days of this Notice to the school division.
- I understand that if the evidence is not provided by me, or if my child(ren) does/do not achieve an adequate level of educational growth and progress, my child(ren)'s program may be placed on probation for one year. *If the plan and evidence are not accepted, or the required evidence is not provided by **August 1** following the probationary year, home instruction shall cease, and the parent must make other arrangements that comply with the compulsory attendance law. (§ [22.1-254.1.C](#) of the Code of Virginia)*
- I must **annually** notify the Division Superintendent by **August 15** if I wish to continue home instruction. This is accomplished by completing the Intent form for the new year and returning it to the Office of Student Leadership.

I understand that by August 1, following this school year, I must provide evidence of educational achievement as prescribed in (§ [22.1-254.1.C](#) of the *Code of Virginia*, which defines the requirements for home instruction.

I hereby certify that I am the parent or guardian of the children listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

**RETURN TO:** Office of Student Leadership, Virginia Beach City Public Schools, 641 Carriage Hill Rd. Suite 200, Virginia Beach, VA 23452,  
Phone: 757-263-2033, FAX: 263-2061, email: [homeinstruction@vbschools.com](mailto:homeinstruction@vbschools.com)

(Revised 9/2023)