

## Independent Home School Requirements Grades K-12

Parents or legal guardians wanting to educate their school age child(ren) in an independent home school must meet specific requirements established under Tennessee state law ([Tenn. Code Ann. § 49-6-3050](#)).

Getting Started: Initial Registration	
How do I register my child for an independent home school?	File an <i>Intent to Home School Form</i> with the local school district where your family resides. The form is on the Tennessee Department of Education's <a href="#">Home School webpage</a> .
When can I register my child for independent home school?	Anytime. There is no deadline for registering your child for home school the first time. For each subsequent year of independent home school, the <i>Intent to Home School Form</i> should be submitted prior to the start of each school year.
Who can register a child for independent home school?	Only parents or legal guardians can register a child for independent home school. Legal guardians are required to present proof of guardianship at the time of registration.
What education level is required by the parent-teacher?	Parent-teachers must have a high school diploma or equivalency credential. Proof of education must be submitted with the <i>Intent to Home School Form</i> .
What are the vaccination requirements?	Proof of vaccination is not required for independent home school students.
Is there a specific curriculum that must be used for an independent home school?	Parent-teachers are responsible for selecting and purchasing the curriculum used in their independent home school. The school district will ask for the identification of the selected curriculum.
Where do I submit the <i>Intent to Home School Form</i> and accompanying documentation?	Each local school district has a designated home school coordinator responsible for assisting families with the home school process. The <i>Intent to Home School Form</i> and supporting documentation can be emailed to the home school coordinator, or you can call the coordinator for mailing or drop off information.  A list of district home school coordinators is on the <a href="#">Home School webpage</a> .

Ongoing Registration & Reporting Requirements	
Continued Registration	A new <i>Intent to Home School Form</i> must be submitted prior to the start of each school year.
Instructional Requirements	Students must have a minimum of four (4) hours of instruction per day for 180 days per year.
Attendance Reporting	<p>Attendance records must be submitted to the director of schools in the school district where the student lives at the end of each school year. Attendance records are subject to inspection at any time by the local director of schools.</p> <p>A calendar template is available on the <a href="#">Home School webpage</a> or parent-teachers may select their own calendar for documenting attendance.</p>
Testing	Students in grades 5, 7, and 9 must take the same state-board-approved, secure standardized tests required of public-school students (not the high school proficiency test).
Test Results	<p>If the student performs one (1) year or more below grade level on two (2) consecutive tests, the superintendent may require parents or legal guardians to enroll the student in a public or private school.</p> <p>If the test indicates that a home school student is one (1) year or more behind their appropriate grade level, the same test shall be administered not more than one (1) year later.</p>
Location and Cost of Testing	<p>Students may take the TCAP exams at the local public school that the student would otherwise attend at no charge OR at a professional testing service location approved by the local school district at the parent-teacher's expense.</p> <p>Currently, there are no state-board-approved assessments available through a professional testing service location.</p>
Grading and Transcripts	The parent-teacher is responsible for creating and maintaining grades and school transcripts.
High School Diploma or Certificate of Attendance	The parent-teacher is responsible for creating the high school diploma or certificate of attendance. The state or local school district does not provide a diploma for home school students graduating from high school.
Entering or Re-Entering Public or Approved Private Schools	Students will be tested for placement upon enrollment in a public or approved private school. Students in grades 9-12 will be tested in each subject area for credits toward graduation.



## **Registration Requirements as an Independent Home School**

1. **Intent to Home School** – Must be completed and re-submitted to the Board of Education prior to the first day the district opens **every year**.
2. **Two proofs of residency** (driver's license, utility bill, etc.) To be submitted upon initial enrollment as an Independent Home School student or if the address has changed
3. **Parent/Guardian proof of education** – high school diploma. To be submitted upon initial enrollment as an Independent Home School student (a new copy is not necessary each subsequent year).
4. **Attendance Calendar** -- Maintain and submit a calendar of instruction. (Instruction should be for at least four (4) hours per day for 180 days.) This calendar is to be turned in at the end of the school year. One is provided on the [coffeecountyschools.com](http://coffeecountyschools.com) website.

### **Important information:**

- Tennessee requires Independent Home School students to participate in **standardized testing in grades 5, 7, and 9**. You may choose a test yourself using one of the following achievement testing programs:
  - Stanford Achievement Test,
  - Iowa Test of Basic Skills, or
  - California Achievement Test(check which tests are accepted in TN - there is a fee associated with these tests)  
~or~
  - you can participate in TCAP exams given by Coffee County Schools at no charge – an employee of the Coffee County Board of Education will contact you to determine the option you have chosen.
- Independent Home School students that remain Independent throughout 9-12 grades are not rewarded a High School diploma from Coffee County Schools. The Independent Home School student completing 12<sup>th</sup> grade will need to sit for the HiSET, High School Equivalency Test (formerly GED), in order to obtain a high school diploma.

**\*\*Forms may be submitted via email to:**

[homeschool@k12coffee.net](mailto:homeschool@k12coffee.net)