

Tennessee Notice of Intent to Home School

To be completed by school system:	
School system name: McKenzie Special School District	System number: 094
Date received:	
Received by name:	
Signature:	
Title:	

This form should be completed only by parent(s) conducting a home school under the supervision of the superintendent of a local education agency (LEA).

"Home schools" are schools conducted by parents or legal guardians for their own children, which are distinct from degree-granting online or distance education schools. This form may be utilized as notice of your intent to conduct a home school, meaning that you will serve as the primary teacher for the student(s) as permitted by T.C.A. §49-6-3050. **Please complete both pages of the form and return both pages to your local public school system office before the start of each school year.**

PLEASE PRINT

Part 1. Student Information

A. Grades K-8: For each student in grades K-8, please list the following information:

1.	Last name	First name	Grade	Subjects to be taught
	Age	Birthdate	Social security number (optional)	
2.	Last name	First name	Grade	Subjects to be taught
	Age	Birthdate	Social security number (optional)	
3.	Last name	First name	Grade	Subjects to be taught
	Age	Birthdate	Social security number (optional)	
4.	Last name	First name	Grade	Subjects to be taught
	Age	Birthdate	Social security number (optional)	

B. Grades 9-12: For each student in grades 9-12, please list the following information:

1.	Last name	First name	Grade	Subjects to be taught
	Age	Birthdate	Social security number (optional)	
2.	Last name	First name	Grade	Subjects to be taught
	Age	Birthdate	Social security number (optional)	

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Part 2. Parent Information

Please provide information **only** for the parent(s) or guardian(s) who will teach.

Last Name

First Name

A. Name of parent(s) or guardian(s) (Mother) _____

(Father) _____

or

(Guardian) _____

B. Contact Information

Home (Mailing Address) _____

City _____ Zip Code _____

Phone Number (_____) _____

Email Address _____

C. Parent/Guardian Educational Background (complete only for parent(s)/guardian(s) who will teach)

1. For grades K-12, I have a GED or high school diploma. _____ Yes _____ No
2. If mailing this form, please attach documentation of qualifying education. If presenting this form in person, please bring documentation of your qualifying education for school staff to verify.

Part 3. Health Records

Please attach documentation that student(s) have received immunizations as required by T.C.A. § 49-6-5001.

Parent/Guardian Signature

Date

HOME SCHOOL STUDENT ATTENDANCE CALENDAR

Student Name _____ Parent/Guardian _____
 Grade _____ Home Address _____

2023-2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 2023						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2023						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
October 2023						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2023						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
January 2024						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
February 2024						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
28	26	27	28	29		
March 2024						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
April 2024						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
May 2024						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 2024						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

State law requires that a parent teacher conducting a home school must comply with the following requirements:

- (1) Maintenance of attendance records, subject to inspection by local director of schools, and **submission of those records to the director of schools at the end of the school year.**
- (2) Instruction for at least four (4) hours per day for 180 instructional days.

If your child is going to be in **Grades 5, 7, or 9**, he/she is required by law to take the TN Ready Tests or an equivalent test in April. A list of alternative tests is enclosed in the packet.

It is your responsibility to call and schedule this test with the Testing Coordinator, Ladona Herrin. (See her information below).

He/She will come to the board office to take the test. It will take more than one day so please call by March 30 so that she can schedule the test.

Thank you.

Ladona Herrin, District Testing Coordinator
McKenzie Special School District
114 Bell Ave.
McKenzie, TN 38201
Phone 731-352-2246

Alternatives to TCAP Testing for Independent Home Schoolers

The TN home school law (TCA § 49-6-3050) requires parents of students in grades 5, 7, and 9 to take state assessments in their local public school system. However, there is an option outlined below in TCA § 49-6-3050 which would allow a home school student to take a test other than the same state assessments required of public school students. The law states:

(5) (A) Administration by the commissioner of education, or the commissioner's designee, or by a professional testing service that is approved by the LEA, to home school students of the same state board approved secure standardized tests required of public school students in grades five (5), seven (7) and nine (9); (ii) Tests administered by a professional testing service shall be administered within thirty (30) days of the date of the statewide test. Tests administered by a professional testing service shall be administered at the expense of the parent-teacher; (iii) All test results from either administration by the commissioner or the commissioner's designee, or by a professional testing service, shall be provided to the parent-teacher, the director of schools and the state board of education;

Therefore, the alternate test would need to be standardized, administered by a professional testing service within 30 days of the statewide assessments, and the results provided to the LEA for review.

Some parents choose to use a professional testing service such as Sylvan Learning Centers.

Otherwise, you can find more information here:

https://www.hslda.org/highschool/docs/Choosing_Ordering_Standardized_Tests.pdf

Nationally Standardized Achievement Tests

Four of the most commonly used nationally standardized achievement tests are listed here. *Listing the information and links below should not be construed as and does not constitute a recommendation or an endorsement by the Tennessee Department of Education of any one of these vendors or their other related services over any others not so listed.*

1. *Iowa Test of Basic Skills (ITBS)*
2. *Stanford Achievement Test (SAT 10)*
3. *California Achievement Test (CAT)*
4. *Comprehensive Test of Basic Skills (CTBS)*

Standardized test ordering web sites:

- <http://www.abekatesting.org/>
- <http://www.bjupress.com/testing/>
- <http://www.hslda.org/highschool/testing.asp#standardized>
- <http://www.riversidepublishing.com/products/itbs/>
- <http://www.setontesting.com/>

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 Home School webpage .
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 GED. 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 home school coordinators is on the Home School webpage .

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 Home School webpage 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). In Tennessee, this is the Tennessee Comprehensive Assessment Program (TCAP).
Test Results	<p>If a home-school student falls six (6) to nine (9) months behind as determined by the test results, the parent-teacher shall consult with a Tennessee state licensed teacher to design a remedial course and report the course to the local director of schools.</p> <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>
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>Tests administered by a professional testing service must be the same tests administered at the public school and within 30 days of the statewide test. Currently, the approved test is the Tennessee Comprehensive Assessment Program (TCAP). Test results must be shared with the parent-teacher, director of schools, and the state board of education.</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.

TN Academic Standards are found

<https://www.tn.gov/content/tn/education/instruction/academic-standards.html>

TN Graduation Requirements are found

<https://www.tn.gov/content/tn/education/instruction/graduation-requirements.html>

TN Home School Information is found

<https://www.tn.gov/education/school-options/home-schooling-in-tn.html#collapse16330cc358407694488cefa22a611a-9>

I recommend looking at the textbooks found at ck12 that are used by Tullahoma City Schools in TN.

<https://www.ck12.org/schools/tennessee>

Please email me if you have any questions. andersond@mckenzie-schools.org

How to use CK12.org

Go to <http://ck12.org>

You can switch between student and teacher view. But you want to be on teacher version



Click on the ck-12 to make sure you are on the home page

Go to the bottom click schools

Schools

Find schools and districts near you that are on CK-12

Find Your School



Pick Tennessee at the top

Find Tullahoma City Schools

They have all sorts of textbooks for you. You can read it online or download it as a PDF.

TCAP Resources for Home School Families

Tennessee Code Annotated 49-6-3050 requires independent home school students in grades five (5), seven (7), and nine (9) to take the "same state board approved secure standardized tests required of public school students".

The Tennessee Comprehensive Assessment Program (TCAP) includes all state-mandated, student assessments. TCAP tests (including Achievement, Writing, Constructed Response, and End of Course) are designed to assess student mastery of the state defined curriculum standards.

To access the Tennessee Curriculum Standards, go to:
<http://www.state.tn.us/education/curriculum.shtml>

Item Samplers and Practice Tests

Item Samplers contain questions that are representative of the types of questions that will be on the TCAP Achievement and End-of-Course Tests. Each test item in the Item Sampler is presented with the Reporting Category and Performance Indicator as found in the TN state curriculum standards. An answer key for the sample questions is provided at the end of each Item Sampler.

Practice Tests are full-length tests containing the same number of test items per content area that would be found on the TCAP Achievement and End-of-Course Tests. The design and layout of the Practice Tests are very similar to the actual test to better familiarize students with the test format. An answer key for the practice questions is provided at the end of each Practice Test.

For Achievement Item Samplers and Practice Tests (Grades 3 – 8), go to:
http://www.state.tn.us/education/assessment/ach_samplers.shtml

For End of Course Item Samplers and Practice Tests (Grades 9 -12), go to:
http://www.state.tn.us/education/assessment/sec_samplers.shtml

For Constructed Response Item Samplers, go to:
<http://www.state.tn.us/education/assessment/ConstructedResponseAssessment.shtml>

For Writing Prompts and Sample Papers, go to:
<http://www.state.tn.us/education/assessment/writing.shtml>

And for additional information about any of the TCAP Assessments, go to:
<http://www.state.tn.us/education/assessment/index.shtml>
(click on any of the light gray tabs on the left side of the page)



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TN Home School (Category IV, V & VI Non-Public Schools) and Category III On-line School Requirements:

Home School Student:

1. A student who is completing high school in a Tennessee home school program meeting the requirements of §49-6-3050. For one (1) year immediately preceding completion of high school as a home school student, such student shall have been a student in a home school associated with a church-related school as defined by §49-50-801; or
2. A student who is completing high school in a Tennessee home school program meeting the requirements of §49-6-3050. For one (1) year immediately preceding completion of high school as an independent home school student whose parent or guardian has given notice to the local director of a Tennessee school district under § 49-6-3050(b)(1) of intent to conduct a home school.
 - o For independent non-church related home schools in which a parent or guardian has given notice to the local school district, [Click Here](#) to download the confirmation enrollment notice form. The home school notice form must be completed and signed by the TN local school district and faxed to the number indicated on the form before HOPE Scholarship eligibility is established.

To access the code relevant to the *Tennessee Code Annotated*: [Click Here](#), then the following:

<u>TCA §49-6-3050</u>		<u>TCA §49-50-801</u>	
Title 49	Education	Title 49	Education
Chapter 6	Elem. & Sec. Educ.	Chapter 50	Miscellaneous
Part 30	Attendance	Part 8	Private Schools

For HOPE Scholarship eligibility, a homeschool student must:

- o Be enrolled as a homeschool student in a homeschool program for a minimum of one (1) year prior to graduating. The student must achieve a 21 Composite score or above, on a national test date for the ACT test or a 980 (math plus critical reading scores only) or above, on a national test date for the SAT test for HOPE Scholarship consideration. The student does not need to submit a grade point average as this is not a consideration. For more information, please call 1-800-342-1663 or (615)741-1346.

For General Assembly Merit Scholarship (GAMS) eligibility, a homeschool student must:

- o In addition to meeting the HOPE scholarship requirements, during the course of a homeschool program, be enrolled in at least four (4) college-level courses totaling at least twelve (12) semester hours and achieve a cumulative grade point average of 3.0. The student must achieve a 29 Composite score or above, on a national test date for the ACT test or a 1260 (math plus critical reading scores only) or above, on a national test date for the SAT test for GAMS consideration.

Dual Enrollment Information:

The Dual Enrollment Grant program is defined as a grant for study at an eligible postsecondary institution that is funded from net proceeds of the state lottery and awarded to students who are attending high school and who are also enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

The Dual Enrollment Grant program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. This program provides opportunities for students to begin working toward a college degree, while still pursuing a high school diploma, and

encourages post-secondary education and the acceleration of post-secondary attainment. For further information on Dual Enrollment, please [Click Here](#).

For additional information on the HOPE Scholarship, please [Click Here](#).

Suite 1510 Parkway Towers | 404 James Robertson Parkway | Nashville, TN 37243-0820 | (800) 342-1663

Tennessee Code Annotated 49-6-3050. Home schools.

(a) (1) A "home school" is a school conducted or directed by a parent or parents or a legal guardian or guardians for their own children. Public school facilities may be used by home school participants with the approval of the principal of the school, but this permissive authority shall not be construed to confer any right upon the participants to use public school facilities. If approved, use shall be in accordance with rules established by the local board of education.

(2) (A) Home schools that teach kindergarten through grade twelve (K-12), where the parents are associated with and where students are enrolled with a church-related school, as defined by § 49-50-801, that are supervised by the church-related school's director and that administer or offer standardized achievement tests, are exempt from this section.

(B) Parent-teachers who register with an organization, as defined by § 49-50-801, for conducting a home school for students in grades nine through twelve (9-12) shall possess at least a high school diploma or general education development certificate (GED).

(3) A parent-teacher may enroll the parent's home school student or students in a church-related school, as defined in § 49-50-801, and participate as a teacher in that church-related school. Such parent-teacher shall be subject to the requirements established by the church-related school for home school teachers and exempt from the rest of the provisions of this section.

(b) Except for home schools operated under subdivision (a)(2) or (a)(3), a parent-teacher conducting a home school shall comply with the following requirements:

(1) Provide annual notice to the local director of schools prior to each school year of the parent-teacher's intent to conduct a home school and, for purpose of reporting only, submission to the director of schools of the names, number, ages and grade levels of the children to be home schooled, the location of the school, the proposed curriculum to be offered, the proposed hours of instruction and the qualifications of the parent-teacher relative to subdivision (b)(4). Information contained in the reports may be used only for record keeping and other purposes for which similar information on public school students may be used in accordance with guidelines, rules and regulations of the state board of education. The director of schools or the director's designee shall ensure that attendance teachers are informed of parents' rights to conduct a home school pursuant to § 49-6-3001(c)(4), subsection (a) and § 49-50-801 upon employment of the attendance teachers and at the beginning of each school year;

(2) Maintenance of attendance records, subject to inspection by the local director of schools, and submission of these records to the director of schools at the end of each school year;

(3) Instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools;

(4) Possession of a high school diploma or GED by the parent-teacher;

(5) (A) Administration by the commissioner of education, or the commissioner's designee, or by a professional testing service that is approved by the LEA, to home school students of the same state board approved secure standardized tests required of public school students in grades five (5), seven (7) and nine (9); however, the test for grade nine (9) shall not be the high school proficiency test required by § 49-6-6001;

(B) (i) Tests administered by the commissioner or the commissioner's designee shall be at the same time tests are administered to public school students, and shall be administered in the public school that the home school student would otherwise be attending, or at whatever location students at such school are tested. Tests administered by the commissioner, or the commissioner's designee, shall be administered without charge. The parent-teacher may be present when the home school student is tested in grade five (5). Both parent-teacher and home school student shall be under the supervision of the test administrator;

(ii) Tests administered by a professional testing service shall be administered within thirty (30) days of the date of the statewide test. Tests administered by a professional testing service

shall be administered at the expense of the parent-teacher;

(iii) All test results from either administration by the commissioner or the commissioner's designee, or by a professional testing service, shall be provided to the parent-teacher, the director of schools and the state board of education;

(6) (A) Consultation between the director of schools and the parent-teacher if the home school student falls three (3) to six (6) months behind the home school student's appropriate grade level, based on the test required in subdivision (b)(5);

(B) If a home school student falls six (6) to nine (9) months behind the home school student's appropriate grade level in the home school student's reading, language arts, mathematics or science test scores or such of these areas, regardless of the term used on the test, as are actually tested for the student's grade level, based on the tests required in subdivision (b)(5), the parent shall consult with a teacher licensed by the state board of education and having a certificate or endorsement in the grade level or course or subject matter in which consultation is sought. The parent and teacher shall design a remedial course to help the child obtain the child's appropriate grade level. The parent shall report the remedial course for the child to the local director of schools;

(C) (i) If a home school student falls more than one (1) year behind the home school student's appropriate grade level in the home school student's comprehensive test score for two (2) consecutive tests based on the tests required in subdivision (b)(5) and if the child is not learning disabled in the opinion of a teacher licensed to teach at the child's grade level, the local director of schools may require the parents to enroll the child in a public, private or church-related school, in accordance with this part, and the parents shall have all rights provided by law to respond to this requirement;

(ii) If a test indicates that a home school student is one (1) year or more behind the home school student's appropriate grade level, the same test shall be administered to the child not more than one (1) year later, notwithstanding the required testing schedule in subdivision (b)(5)(A);

(7) [Deleted by 2011 amendment.]

(8) [Deleted by 2011 amendment.]

(9) Proof shall be submitted to the local director of schools that the home school student has been vaccinated as required by § 49-6-5001 and has received any other health services or examinations as may be required by law generally for children in this state; and

(10) Submission by the home school student entering public schools to the evaluation test provided for in § 49-50-801, if the local system requires the test, or the tests required by the state board of education for transfer students.

(11) [Deleted by 2011 amendment.]

(c) In the event of the illness of a parent-teacher, or at the discretion of the parent-teacher, a tutor, having the same qualifications that would be required of a parent-teacher teaching the grade level or course, may be employed by the parent-teacher.

(d) The department of education shall provide annually to home schools with which they have contact information about meningococcal disease and the effectiveness of vaccination against meningococcal disease at the beginning of every school year. This information shall include the causes, symptoms and the means by which meningococcal disease is spread and the places where parents and guardians may obtain additional information and vaccinations for their children. This information may be provided electronically or on the department's web site. Nothing in this subsection (d) shall be construed to require the department of education to provide or purchase vaccine against meningococcal disease.

HISTORY: Acts 1985, ch. 398, § 3; 1987, ch. 42, §§ 2-5; 1987, ch. 308, § 33; 1994, ch. 725, §§ 1-3; 1995, ch. 534, § 1; 1997, ch. 434, §§ 4, 5; 2005, ch. 177, § 4; 2011, ch. 499, §§ 1-8.

Tennessee Home Education Table

	Independent Home School	Category IV Church-Related Satellite (or Umbrella) School	Category III On-line School
Authority	TCA 49-6-3050	TCA 49-5--801	SBE Rules & Regulations 0520-2-7
Intent to Home School Form	Yes	No	No
Parent Educational Background Requirements	K-12 HS Diploma or GED	K-8 None 9-12 HS Diploma or GED	None
Parent submits documentation to LEA	Yes	No	No
School submits documentation to LEA	N/A	Yes	Yes
Hours required	4 per day	No requirement	No requirement
Spring testing	5 (including writing), 7, & 9	No requirement	No requirement
Diploma	Recognized by state and local government entities	Recognized by state and local government entities	Fully-recognized Diploma
Re-entry to public	Placement test given	Placement test given	Automatic re-entry
Withdrawal Codes	10	06	05