



## Notice of Intent to Home School Form

The Home School Office has worked closely with the Division of Research & Technology to create an online form where parents can securely submit their notice of intent to home school their child(ren) to the district in which they currently reside.

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To access the form, go to <http://www.arkansased.org/divisions/learning-services/home-schools>. Click the link for the Online "Notice of Intent to Home School and Waiver Form" to navigate to the log in screen:

### Forms:

- **Paper Form** - [Notice of Intent to Home School and Home School Waiver Form](#)
- **Online Form and Tutorial** - [Notice of Intent to Home School and Home School Waiver Form](#) | [Home School Intent Parent Guardian Tutorial](#)

A screenshot of the login page for the Arkansas Department of Education's online forms. The page has a blue header with the department's logo and the text "Arkansas Department of Education ONLINE FORMS" and a "Log In" link. Below the header, the page is titled "LOG IN" and contains the instruction "Please enter your username and password. Register if you don't have an account." There is a section for "Account Information" with input fields for "Username:" and "Password:". A "Log In" button is located below these fields. At the bottom, there is a link for "Forgot your password? Click here to reset your password."



## Register

If this is your first time to complete your notice of intent online, you will need to click on the link to "Register".

You will use the form shown to create a new account:

A screenshot of the "CREATE A NEW ACCOUNT" registration page on the Arkansas Department of Education website. The page has a blue header with the department's logo and the text "Arkansas Department of Education ONLINE FORMS". A "Log In" link is in the top right corner, and a "Help" link is in the top left. The main content area is white and contains the following elements:

- CREATE A NEW ACCOUNT** heading.
- Instructional text: "Use the form below to create a new account. Please [click here](#) for additional information."
- Password requirements: "Passwords are required to be a minimum of 8 characters in length and must contain at least 1 non-alphanumeric character (Examples: #!%)."
- Account Information** section with a form containing:
  - User Name:
  - E-mail:
  - Password:
  - Confirm Password:
  - Security Question:
  - Answer:
- A CAPTCHA image showing the letters "PIR6W" with a decorative background.
- A text input field for the CAPTCHA code with the label "Type the code from the image".
- A "Register" button.

**NOTE:** Passwords are required to be a minimum of 8 characters and must contain at least 1 non-alphanumeric character (i.e., symbol). Passwords should be kept in a secure location in order to access your account at a later time.



## Log In

Once you have completed the required information and clicked the "Register" button, you will be redirected to log in:

### LOG IN

Please enter your username and password. [Register](#) if you don't have an account.

**Account Information**

Username:

Password:

Enter the username and password that you created when registering.

## Add New Application

You will be defaulted to the application area.

This page lists all applications that you have entered (only one application per school year is allowed) and is where you will add a New Application for your student(s). To add a new Application, click the "Add New Application" link:

### HOME SCHOOL INTENT

Applications

<a href="#">Add New Application</a> ←						
Actions	School Year	District	County	Begin Date	Status	Entered Date



You will be directed to the Notice of Intent to Home School:

Arkansas Department of Education  
ONLINE FORMS

Welcome [ Log Out ]

Forms Account Help

### NOTICE OF INTENT TO HOME SCHOOL

ARKANSAS DEPARTMENT OF EDUCATION-HOME SCHOOL OFFICE (501) 682-1874  
<http://www.arkansased.org/divisions/learning-services/home-schools>

**FILE FORMS EVERY YEAR : PART A AND B must be returned to the superintendent's office EACH YEAR no later than August 15**, or by December 15 to begin home schooling the second semester, or during the year with a 14-calendar day waiting period. **Only** the superintendent or local School Board has the authority to waive the 14-day waiting period. **Please retain a copy of the completed form for your files.**

**TESTING:** State law requires that home school students in grades 3 through 9 test every year. The tentative test date for home school students will be in April of 2013. Please check the Home School Testing website for more information at <http://www.arhomeschooltesting.org>. Parents/legal guardians that are registered for the current school year will receive written notification of the test dates, times, and sites. Please notify the Arkansas Home School Testing Office if there is a change in address.

**PLEASE FILL OUT THE FOLLOWING INFORMATION:**

PART A

**School District:**  
Please select a District   I don't know

**County:**

**Superintendent:**

**Home School Start Date:**   [Help me choose - Please read before selecting date](#)

To begin, you will select the district in which you reside. The county and superintendent information will populate based on your selection. If you do not know your current school district, you can contact the Home School Office at 501-683-5313 to obtain this information in order to proceed with the application.

You can also enter your address at the following link to verify your school district: <http://www.geostor.arkansas.gov/G6/Viewer.html>.



Next, you will choose your start date. You should click the link to “Help me choose – Please read before selecting date” before selecting your date to ensure you are entering the correct date:

The school year used for the application will be based off of the start date. If the date entered is before July 1, then the application will be for the previous school year. If the date entered is on or after July 1, the application will be for the next school year. For example, if a start date of February 1, 2012 were chosen, the school year for the application would be for the 2011-2012 school year. If a date of July 1, 2012 were chosen, the school year for the application would be for the 2012-2013 school year.

OK

The test date shown on the Notice of Intent is updated based on the start date chosen:

**TESTING: State law requires that home school students in grades 3 through 9 test every year. The tentative test date for home school students will be in April of 2013. Please check the Home School Testing website for more information at <http://www.arhomeschooltesting.org>. Parents/legal guardians that are registered for the current school year will receive written notification of the test dates, times, and sites. Please notify the Arkansas Home School Testing Office if there is a change in address.**

Once you have completed the required parent/guardian information, click “Save” and/or “Next” to move to the next page of the application:

Back

Save

Next

“Save” can be clicked if you wish to save your changes and come back to complete the form at a later time. “Next” can be clicked to move forward through the application, with changes still being saved.



## Add Students to Application

You will then enter the information for the child(ren) you wish to home school.

After completing all of the required fields, click the "Add" button. You will repeat these steps for each child you are including on the intent form. Once all students are added, click "Next" to continue.

Add New Student

First Name:  Give Full Legal Name

Middle Name:

Last Name:

Date of Birth:

Sex:  Male  Female

Grade Level Completed Last School Year:

Grade level student is in this year:  Students in grades 3 through 9 MUST TEST (Testing - April 2014)

Permanently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator:

Type of School Last Attended:

Name of School Last Attended:

Plan to obtain GED:

Student is special needs:

Student has an IEP on file:  IEP-Individualized Education Program

After completing all of a student's information, click the **Add** button. Repeat these steps for each child you are including in this intent form. Click **Next** to continue once all students are added.

**NOTE:** Once a student has been added to an application, you will have the option to add the student(s) to future applications.



## Curriculum/Class Schedule

You will need to provide information regarding the curriculum and class schedule to be used for your home schooling:

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### **Curriculum (Required)**

Give a brief description of the basic core curriculum to be used and include a list of the subjects to be taught.

### **Class Schedule**

Describe the schedule planned for your home school. (Include the hours per day, days per week, number of weeks)

Back

Next

Once added, click "Next" to continue to the Home School Waiver Form.



# Waiver Form

## NOTICE OF INTENT TO HOME SCHOOL

### HOME SCHOOL WAIVER FORM

Arkansas Code Annotated § 6-15-503, as amended by Act 1117 of 1999, requires that parents and guardians who wish to home school their children, sign a waiver acknowledging that the State of Arkansas is not liable for the education of their children during the time the parent or guardian chooses to home school.

By my clicking the checkbox, I hereby certify and agree as follows:

1. I am the parent or legal guardian of the child(ren) listed below.
2. I have fully read and understand the terms of this waiver
3. As of the date I sign this waiver, I hereby acknowledge that the State of Arkansas is not liable for the education of the child(ren) listed below during the time I choose to home school the child(ren).

**Parent/Guardian 1 Name:** John Doe

**Parent/Guardian 2 Name:**

#### Students

<a href="#">First Name</a>	<a href="#">Middle Name</a>	<a href="#">Last Name</a>	<a href="#">DOB</a>
Jane		Doe	4/28/2001

Navigation:      Page size: 10 1 items in 1 pages

Phone Number:

Click the checkbox to electronically sign the waiver if all information shown is correct. If you need to update/correct any information before signing, use the "Back" button to return to previous pages.

Finally, enter your phone number as a point of contact in the box provided and click "Submit".



You will receive confirmation that your application has been submitted:

You will be sent an email to the address listed on the application notifying you that your notice of intent has been successfully submitted.

You can also click the "Home" link from the Confirmation page to return to the Application area where you can print a copy of your submitted application:

Actions	Id	School Year	District	County	Begin Date	Status	Entered Date
<a href="#">View</a> <a href="#">Students</a>	9	2012-2013	BATESVILLE SCHOOL DISTRICT	INDEPENDENCE	5/5/2013	Pending	6/17/2013
<a href="#">View</a> <a href="#">Students</a> <a href="#">Change District</a>	8	2013-2014	ALPENA SCHOOL DISTRICT	BOONE	8/4/2013	Approved	5/16/2013

Once your application has been reviewed by the Home School Office, you will be notified via email as to when your student(s) is legally registered and enrolled.

**NOTE:** Be sure to check your junk mail for notification from [donotreply@arkansas.gov](mailto:donotreply@arkansas.gov) that your notice of intent has been submitted if you do not immediately receive the email. Be sure to add [donotreply@arkansas.gov](mailto:donotreply@arkansas.gov) to your list of safe recipients and identify that it is not junk mail.



## Application Maintenance

From the "Forms" tab, you can select the "Home School Intent Form" to make updates/modifications to your current application and student information, or to view your application in a PDF format for printing or saving.

Arkansas Department of Education  
ONLINE FORMS

Welcome [Log Out](#)

**Forms** Account Help

### HOME SCHOOL INTENT

Click "Add New Application" below to begin filling out your Notice of Intent to Home School application. Please [click here](#) to view a tutorial for more information.

**Applications**

[Add New Application](#)

Actions	Id	School Year	District	County	Begin Date	Status	Entered Date
<a href="#">View</a> <a href="#">Students</a>	8	2013-2014	ALPENA SCHOOL DISTRICT	BOONE	8/4/2013	Pending	5/13/2013
<a href="#">View</a> <a href="#">Students</a> <a href="#">Update</a>	9	2012-2013	BATESVILLE SCHOOL DISTRICT	INDEPENDENCE	5/5/2013		

Page size: 10 2 items in 1 pages

**Students on Application**

[Student Maintenance](#)

Actions	Enrolled	First Name	Middle Name	Last Name	DOB
No Records Found					

Page size: 10 0 items in 1 pages

**NOTE:** You will only be able to update an application if the application has not yet been submitted.



To update your application, click "Update". Your application will open for you to make any updates/changes necessary:

**NOTICE OF INTENT TO HOME SCHOOL**

ARKANSAS DEPARTMENT OF EDUCATION-HOME SCHOOL OFFICE (501) 682-1874  
<http://www.arkansased.org/divisions/learning-services/home-schools>

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**FILE FORMS EVERY YEAR : PART A AND B must be returned to the superintendent's office EACH YEAR no later than August 15,** or by December 15 to begin home schooling the second semester, or during the year with a 14-calendar day waiting period. **Only** the superintendent or local School Board has the authority to waive the 14-day waiting period. **Please retain a copy of the completed form for your files.**

**TESTING: State law requires that home school students in grades 3 through 9 test every year. The tentative test date for home school students will be in April of 2014. Please check the Home School Testing website for more information at <http://www.arhomeschooltesting.org>. Parents/legal guardians that are registered for the current school year will receive written notification of the test dates, times, and sites. Please notify the Arkansas Home School Testing Office if there is a change in address.**

**PLEASE FILL OUT THE FOLLOWING INFORMATION:**

PART A

School District:  
 ALPENA SCHOOL DISTRICT  I don't know

County: BOONE

Superintendent: JAMES DEE TRAMMELL

Home School Start Date: 8/4/2013  [Help me choose - Please read before selecting date](#)

Parent/Guardian 1 Information	Parent/Guardian 2 Information
<input checked="" type="radio"/> Parent <input type="radio"/> Guardian First Name: <input type="text" value="John"/> Middle Name: <input type="text"/> Last Name: <input type="text" value="Doe"/> Address <input type="checkbox"/> Same as Parent/Guardian 2 Address: <input type="text" value="123 Indian Drive"/> City: <input type="text" value="Alpena"/>	<input type="radio"/> Parent <input type="radio"/> Guardian First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> Address <input type="checkbox"/> Same as Parent/Guardian 1 Address: <input type="text" value="123 Indian Drive"/> City: <input type="text" value="Alpena"/>

Be sure to save any changes by clicking the "Save" button on the bottom of each page:



Use the "Next" and "Back" buttons to navigate to other pages in the application.

You can add a new student through the same process you used to originally add a student:

 **Add New Student**

**First Name:**  
 **Give Full Legal Name**

**Middle Name:**

**Last Name:**

**Date of Birth:**  
 

**Sex:**  
 Male  Female

**Grade Level Completed Last School Year:**

**Grade level student is in this year:**  
 **Students in grades 3 through 9 MUST TEST (Testing - April 2014)**

**Permanently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator:**

**Type of School Last Attended:**

**Name of School Last Attended:**

**Plan to obtain GED:**

**Student is special needs:**

**Student has an IEP on file:**  [IEP-Individualized Education Program](#)

After completing all of a student's information, click the **Add** button. Repeat these steps for each child you are including in this intent form. Click **Next** to continue once all students are added.



You can update an existing student by clicking "Update" under the Actions section:

Students on Application

Actions	First Name	Middle Name	Last Name	DOB	Sex	Prev Grade	Cur Grade	Exempt	Last School Type	Last School	Plan to Obtain GED	Special Needs	Has IEP
<a href="#">Update</a>	Jane		Doe	4/28/2001	F	1	2	No	Public	Alpena	No	No	No

Page size: 10 1 items in 1 pages

**Update Student**

First Name:  **Give Full Legal Name**

Middle Name:

Last Name:

Date of Birth:

Sex:  Male  Female

Grade Level Completed Last School Year:

Grade level student is in this year:  **Students in grades 3 through 9 MUST TEST (Testing - April 2014)**

Permanently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator:

Type of School Last Attended:

Name of School Last Attended:

Plan to obtain GED:

Student is special needs:

Student has an IEP on file:  [IEP-Individualized Education Program](#)

After completing all of a student's information, click the **Add** button. Repeat these steps for each child you are including in this intent form. Click **Next** to continue once all students are added.

Click "Update" to save the changes or "Cancel" to void any changes you made.



To view the application and save/print for your records, click "View" from the Home School Intent Form page:

### HOME SCHOOL INTENT

**Applications**

[Add New Application](#)

Actions	School Year	District	County	Begin Date	Status	Entered Date
<a href="#">View</a> <a href="#">Students</a> <a href="#">Update</a>	2013-2014	ALPENA SCHOOL DISTRICT	BOONE	8/4/2013		5/2/2013
<a href="#">View</a> <a href="#">Students</a> <a href="#">Update</a>	2012-2013	BATESVILLE SCHOOL DISTRICT	INDEPENDENCE	5/5/2013		

Page size: 10      2 items in 1 pages

Opening NoticeOfIntentToHomeSchool.pdf

You have chosen to open:

**NoticeOfIntentToHomeSchool.pdf**  
 which is a: Adobe Acrobat Document (12.6 KB)  
 from: https://adedata.arkansas.gov

What should Firefox do with this file?

**Open with** Adobe Reader (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

2013-2014  
 (Do not modify/reviser ADE forms)  
 District LEA # 0501000 (District use only)  
 Submit all forms to Superintendent's Office ONLY  
 Check your local phone book or Arkansas Department Of Education website for district address

**Notice of Intent to Home School**  
 Arkansas Department of Education-Home School Office (501) 650-1874  
<http://arkansased.org/about/schools/home.html>

TESTING: State law requires that home school students in grades 3 through 9 test every year. The tentative test date for home school students will be in April of 2014. Please check the Home School Testing website for more information at <http://www.arkhomeschooltesting.org>. Parents/legal guardians that are registered for the current school year will receive written notification of the test dates, times, and sites. Please notify the Arkansas Home School Testing Office if there is a change in address.

County, on my/our intent to provide home instruction to my/our own child(ren) located at: 123 Indian Drive, Alpena, AR 11111-1111, beginning date for 2013-2014 8/4/2013.

Parent's mailing address if different from above: \_\_\_\_\_ (for mailing test notification/results)

Further, I/we agree that my/our child(ren) will take a nationally recognized standardized achievement test as required in A.C.A. 6-15-504. The test will be administered to students in grades 3 through 9 during the testing window for the current school year. The Arkansas Department of Education recommends that you notify the local school district of any change of address or if you discontinue to home school. In order to maintain legal home school status, current year forms must be filed every year by the established deadlines. During the school year, new forms must be submitted within 30 days of the parent(s) moving to a new school district.

John Doe      5/2/2013  
 Name of parent/guardian      Phone Number      Occupation      Today's Date

No approval letter or curriculum will be sent.

*Student has an IEP on file	Student Name	Date of Birth	Sex	Grade Level Completed Last School Year	Grade Level Student is in this Year	Permanently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator	Type of School Last Attended	Name of School Last Attended	Seeking GED	Special Needs
No	Jane Doe	4/28/2001	F	1	2	No	Public	Alpena	No	No

Arkansas Code Annotated § 6-15-501 through 6-15-508  
 \*IEP-Individualized Education Programs      PARENTS/LEGAL GUARDIANS MUST FILE UPDATED FORMS EVERY YEAR      Form Revised May 2010



## Changing Districts

If you move into a new school district within the same school year, you will need to update your application to reflect your new district and address. Log into your account, and from the Application area, click the link to "Change District":

Applications

[Add New Application](#)

Actions	Id	School Year	District	County	Begin Date	Status	Entered Date
<a href="#">View</a> <a href="#">Students</a> <a href="#">Update</a>	9	2012-2013	BATESVILLE SCHOOL DISTRICT	INDEPENDENCE	5/5/2013		
<a href="#">View</a> <a href="#">Students</a> <a href="#">Change District</a>	8	2013-2014	ALPENA SCHOOL DISTRICT	BOONE	8/4/2013	Approved	5/16/2013

Page size: 10      2 items in 1 pages

**NOTE:** You will only have the option to change your district if your application has been approved by the Home School Office.

You will receive a message to confirm that you need to update your application. Click "OK" to confirm.

An e-mail will be sent to the Home School Office requesting your application be made updateable again. You will receive an e-mail upon approval. Are you sure you want to change the district associated to your application?



An email will be sent to the Home School Office notifying them of your request to change your district. Once the office has approved your request, you will receive an email notification stating the following:

From: [donotreply@arkansas.gov](mailto:donotreply@arkansas.gov) [<mailto:donotreply@arkansas.gov>]  
Sent: Thursday, June 13, 2013 12:04 PM  
Subject: Your Home School Intent Application

Dear Joe Smith,

Your Home School Intent application is now available to update. Please update your district and address information accordingly and resubmit your application. Please refer to the online tutorial for additional information regarding this process.

Arkansas Department of Education - Home School Office Four Capitol Mall, Slot 3 Little Rock, AR 72201  
Office: 501-683-5313  
Fax: 501-371-3514  
<http://www.arkansased.org/divisions/learning-services/home-schools>

This message is intended only for the named recipient. If you are not the intended recipient you are notified that disclosing, copying, distributing, or taking any action in reliance on the contents of this information is strictly prohibited.

Please reference the [Application Maintenance](#) section of the tutorial for making changes to your application and resubmitting.



## Enroll/Withdraw Student(s)

You can click on "Students" to view a list of students for the selected application and their current status (i.e., Enrolled – "Yes" or "No"):

### HOME SCHOOL INTENT

**Applications**

<a href="#">Add New Application</a>						
Actions	School Year	District	County	Begin Date	Status	Entered Date
<a href="#">View</a> <a href="#">Students</a> <a href="#">Update</a>	2013-2014	ALPENA SCHOOL DISTRICT	BOONE	8/4/2013		5/2/2013
<a href="#">View</a> <a href="#">Students</a> <a href="#">Update</a>	2012-2013	BATESVILLE SCHOOL DISTRICT	INDEPENDENCE	5/5/2013		

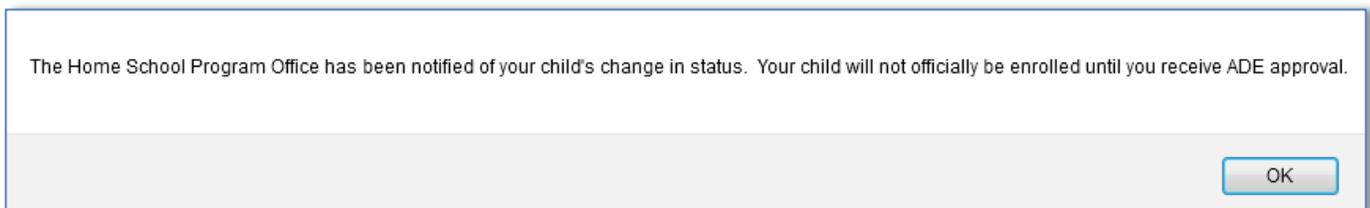
Page size: 10      2 items in 1 pages

**Students on Application**

<a href="#">Student Maintenance</a>					
Actions	Enrolled	First Name	Middle Name	Last Name	DOB
<a href="#">Enroll</a>	No	Jane		Doe	4/28/2001

Page size: 10      1 items in 1 pages

When you click to enroll or withdraw a student, the Home School Office will be notified of your action. Your student(s) will not be legally enrolled or withdrawn until you receive email notification from the Home School Office.



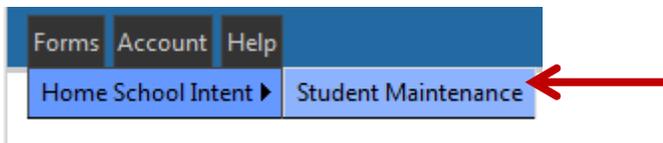
**NOTE:** You will not be able to click to enroll or withdraw a student until **AFTER** the application has been officially approved by ADE.



## Student Maintenance

You can also use the Student Maintenance section on the Forms tab to make any updates/changes to student information.

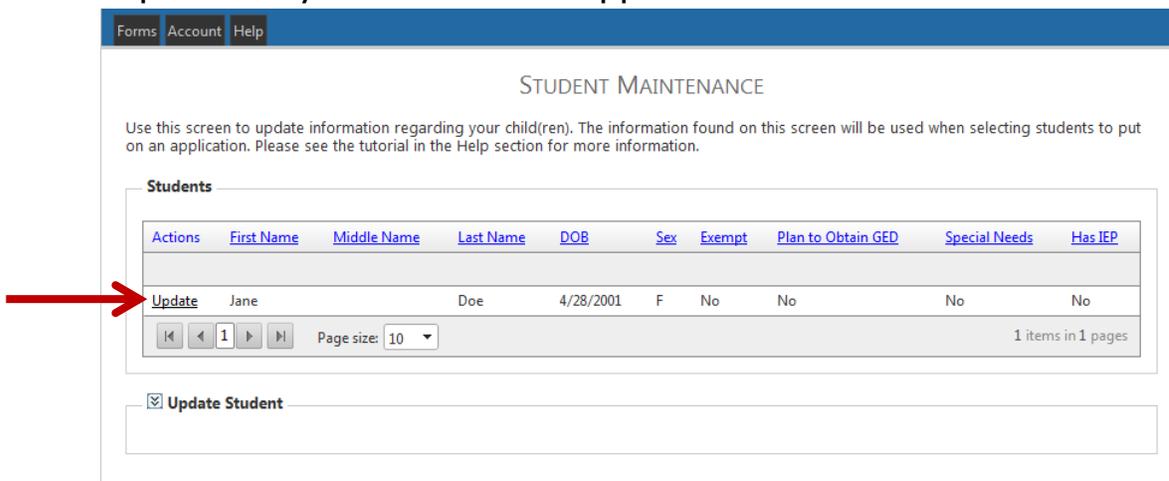
Click the "Student Maintenance" link from the Forms tab:



Or click the "Student Maintenance" link under Students on Application from the Home School Intent Form page:



You will be taken to the Student Maintenance screen where you can click to "Update" any student on the application:





Once you have made any updates, click "Update" or "Cancel" to save or void the changes:

Update Student

First Name:  
Jane Give Full Legal Name

Middle Name:

Last Name:  
Doe

Date of Birth:  
4/28/2001

Sex:  
 Male  Female

Permanently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator:

Plan to obtain GED:

Student is special needs:

Student has an IEP on file:  [IEP-Individualized Education Program](#)

←

**NOTE:** Any changes made here will not be reflected on a particular application. The information found on this screen is what will be shown on the "Student Information" screen when you are selecting previously entered students on a new application.



## Account

If you need to update any of your account information, click on the "Account" tab:

The image shows two side-by-side screenshots of the Arkansas Department of Education ONLINE FORMS website. The left screenshot shows the navigation menu with the "Forms" tab selected and a red arrow pointing to it. The right screenshot shows the "Account" tab selected, displaying a list of account management options: "Change Password", "Change Security Question and Answer", "Change E-mail", and "Reset Password".

Arkansas Department of Education  
ONLINE FORMS

Forms Account Help

### ACCOUNT

What would you like to do?

- [Change Password](#)
- [Change Security Question and Answer](#)
- [Change E-mail](#)
- [Reset Password](#)

If you have forgotten your password and need to reset, you will be required to enter your username or email and answer your security question. Once this information is verified, you will be sent an email with a new password. After logging in with the temporary password provided, please change your password.

The reset password option is also available from the log in page:

Forgot your password? [Click here](#) to reset your password.

**NOTE:** If you have forgotten the answer to your security question, you can contact the Home School Office to have your password reset.