

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 <u>http://www.arkansased.org/divisions/learning-</u> <u>services/home-schools</u>. 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 - <u>Notice of Intent to Home School and Home School</u> <u>Waiver Form</u> 	
 Online Form and Tutorial - <u>Notice of Intent to Home School and</u> <u>Home School Waiver Form</u> <u>Home School Intent Parent Guardian</u> <u>Tutorial</u> 	¢

Arkansas Department of Education ONLINE FORMS	[<u>Log In</u>]
Log In Please enter your username and password. <u>Register</u> if you don't have an account.	
Account Information Username:	
Password:	
Log In Forgot your password? <u>Click here</u> 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:

Arkansas Department of Education ONLINE FORMS	[<u>Log In</u>]
CREATE A NEW ACCOUNT	
Use the form below to create a new account. Please <u>click here</u> for additional information. Passwords are required to be a minimum of 8 characters in length and must contain at least 1 non-alphanumeric character (Examples: #	%).
Account Information	
User Name:	
E-mail:	
Password:	
Confirm Password:	
Security Question:	
Answer:	
PIRGN	
Type the code from the image Register	

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:	
	Log Ir

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						
Add New Application	1					
Add New Application						
Actions	School Year	<u>District</u>	<u>County</u>	Begin Date	<u>Status</u>	Entered Date



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

Arkansas Department of Education ONLINE FORMS	Welcome	[<u>Log Out</u>]
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 to December 15 to begin home schooling the second semester, or during the year with a 14-calendar day waiting period local School Board has the authority to waive the 14-day waiting period. Please retain a copy of the completed form	t <mark>han August 15</mark> , d. <u>Only</u> the super n for your files.	or by intendent or
<u>TESTING</u> : State law requires that home school students in grades 3 through 9 test every year. The tentative test students will be in April of 2013. Please check the Home School Testing website for more information at <u>http://www.arhomeschooltesting.org</u> . Parents/legal guardians that are registered for the current school year w notification of the test dates, times, and sites. Please notify the Arkansas Home School Testing Office if there i	adate for home a ill receive writte is a change in ad	school n Idress.
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 sele	<u>cting date</u>	

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: <u>http://www.geostor.arkansas.gov/G6/Viewer.html</u>.



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.

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

<u>TESTING</u>: 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:



"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. OK



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:	
	nie
Middle Name:	
Last Name:	
Date of Birth	
Sex:	
O Male O Female	
Grade Level Completed Last School Year:	
Please select a grade level 🔻	
Grade level student is in this year:	
Please select a grade level - Students in grades 3 through 9 Mi	IST TEST (Testing - April 2014)
Permanently Exempt from Home School Testing Grades 3-9 Per Home Sch	pol Test Coordinator: 🔲
Type of School Last Attended:	
Please select a school type 👻	
Name of School Last Attended:	
Name of School Last Attenueu.	
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 ${\bf Add}$ button. Re Click ${\bf Next}$ to continue once all students are added.	peat these steps for each child you are including in this intent form.
Add	

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

Page **7** of **21**



Curriculum/Class Schedule

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

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 week
Back Next

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



Waiver Form

NOTICE OF INTENT TO HOME SCHOOL

HOME SC	hool Waiver Form	
Arkansas Code Annotated § 6-15-503, as ammended by A school their children, sign a waiver acknowledging that the State of the parent or guardian chooses to home school.	ct 1117 of 1999, requires that par of Arkansas is not liable for the ed	ents and guardians who wish to home lucation of their children during the time
By my clicking the checkbox, I hereby certify and agree as follows	:	
 I am the parent or legal guardian of the child(ren) listed be I have fully read and understand the terms of this waiver As of the date I sign this waiver, I hereby acknowledge that below during the time I choose to home school the child(red) 	elow. t the State of Arkansas is not liable en).	e for the education of the child(ren) listed
Parent/Guardian 1 Name: John Doe Parent/Guardian 2 Name:		
Students		
First Name Middle Name	Last Name	DOB
Jane	Doe	4/28/2001
H • 1 • 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:

Applications							
A d New Application							
A tions	<u>Id</u>	<u>School Year</u>	District	County	<u>Begin Date</u>	<u>Status</u>	Entered Date
V							
View Students	9	2012-2013	BATESVILLE SCHOOL DISTRICT	INDEPENDENCE	5/5/2013	Pending	6/17/2013
View Students Change District	8	2013-2014	ALPENA SCHOOL DISTRICT	BOONE	8/4/2013	Approved	5/16/2013
Image size	: 10	•				2 it	ems in 1 page

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 <u>donotreply@arkansas.gov</u> that your notice of intent has been submitted if you do not immediately receive the email. Be sure to add <u>donotreply@arkansas.gov</u> 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 Departmen ONLINE FORMS	t of Educ	ation					Welco	ne <u>Log (</u>
ms Account Help								
OME SCHOOL INT ck "Add New Application ore information.	ENT n" below	/ to begin filling	g out your Notice o	of Intent to Home	School applicatio	n. Please <u>click l</u>	<u>here</u> to view	a tutorial for
Applications								
Add New Application								
Actions	Id	School Year	District		County	Begin Date	<u>Status</u>	Entered Date
View Students	8	2013-2014	ALPENA SCHOOL	DISTRICT	BOONE	8/4/2013	Pending	5/13/2013
<u>View</u> <u>Students</u> <u>Update</u>	9	2012-2013	BATESVILLE SCHO	OL DISTRICT	INDEPENDENCE	5/5/2013		
	Page siz	ze: 10 🔻					2	items in 1 pages
Students on Application	on							
Actions <u>En</u>	rolled	Firs	t Name	Middle Name		Last Name		DOB
			N	Records Found				
	Page siz	ze: 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 In	itent to Home School			
Arkansas Department of Educ	ATION-HOME SCHOOL OFFICE (501) 682-1874			
http://www.arkansased.org	J/divisions/learning-services/home-schools			
FILE FORMS EVERY YEAR : PART A AND B must be returned to December 15 to begin home schooling the second semester, or o local School Board has the authority to waive the 14-day waiting p	the superintendent's office EACH YEAR no later than August 15, or by during the year with a 14-calendar day waiting period. <u>Only</u> the superintendent or period. Please retain a copy of the completed form for your files.			
<u>TESTING</u> : State law requires that home school students in grad students will be in April of 2014. Please check the Home School <u>http://www.arhomeschooltesting.org</u> . Parents/legal guardians notification of the test dates, times, and sites. Please notify the	des 3 through 9 test every year. The tentative test date for home school ol Testing website for more information at s that are registered for the current school year will receive written he Arkansas Home School Testing Office if there is a change in address.			
PLEASE FILL OUT THE FOLLOWING INFORMATION	l:			
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			
Parent O Guardian	🔍 Parent 🔍 Guardian			
First Name:	First Name:			
Middle Name:	Middle Name:			
Last Name:	Last Name:			
Doe				
Address Same as Parent/Guardian 2	Address Same as Parent/Guardian 1			
Address:	Address:			
Gity:	City:			
Alpena	Alpena			

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







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:

First name: Give Full Legal Name Middle Name: Last Name: Date of Birth: Date of Birth: Sex: Male Male Grade Level Completed Last School Year: Please select a grade level > Grade Level Completed Last School Year: Please select a grade level > Grade Level Student is in this year: Please select a grade level > Students is not students in grades 3 through 9 MUST TEST (Testing - April 2014) Permaently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator: Type of School Last Attended: Please select a school type > Name of School Last Attended: Please select a school type > Student is special needs: Student is special needs: Student has an IEP on file: Iter completing all of a students 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.	🖄 Add New Student	
First Name: Give Full Legal Name Middle Name: Last Name: Date of Birth: Date of Birth: Base of Birth: Breade of Birth: Please select a grade level of Vear: Please select a grade level of Students in grades 3 through 9 MUST TEST (Testing - April 2014) <td></td> <td></td>		
Middle Name: Last Name: Date of Birth: Sex: Male Female Grade Level Completed Last School Year: Please select a grade level • Grade Level doublet is in this year: Please select a grade level • 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: Please select a school type • Name of School Last Attended: Please select a school type • Name of School Last Attended: Please select a school type • Name of School Last Attended: Please select a school type • Name of School Last Attended: Please select a school type • Name of School Last Attended: Idevel • Student is special needs: Grade Level • Student is a nEP on file: I Lep-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. Ided	First Name:	Give Full Legal Name
Last Name: Date of Birth: Date of Birth: Image: Select a grade level or state and the select a grade level or state select a school Testing Grades 3-9 Per Home School Test Coordinator: Please select a school type or state select	Middle Name:	
Date of Birth: Bate of Bath:	Last Name:	
See: Male Female Grade Level Completed Last School Year: Please select a grade level Students in this year: Please select a grade level 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: Please select a school type Name of School Last Attended: Please select a school type Student is special needs: Student is special needs: Student is special needs: Student is special needs: 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. After completing all of a student's are added. Add	Date of Birth:	
 Male ● Female Grade Level Completed Last School Year: Please select a grade level ▼ Grade level student is in this year: Please select a grade level ▼ 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: Please select a school type ▼ Name of School Last Attended: Plan to obtain GED: Student is special needs: Student is special needs: Student is special needs: 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. Add 	Sex:	
Grade Level Completed Last School Year: Please select a grade level ▼	🔘 Male 🔘 Female	
Grade level student is in this year: Please select a grade level Permanently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator: Image: Type of School Last Attended: Please select a school type Name of School Last Attended: Plan to obtain GED: Student is special needs: Image: Student is special needs: 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. Add	Grade Level Completed Last School Year: Please select a grade level ▼	
Permanently Exempt from Home School Testing Grades 3-9 Per Home School Test Coordinator: Type of School Last Attended: Please select a school type ▼ 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. Add	Grade level student is in this year: Please select a grade level Students in grade	les 3 through 9 MUST TEST (Testing - April 2014)
Type of School Last Attended: Please select a school type ▼ 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. Add	Permanently Exempt from Home School Testing Grad	es 3-9 Per Home School Test Coordinator: 🔲
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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. Add	Name of School Last Attended:	
Student is special needs: 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. Add	Plan to obtain GED:	
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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. Add	Student has an IEP on file: 🔲 IEP-Individualized Educ	cation Program
Add	After completing all of a student's information, click Click Next to continue once all students are added.	the Add button. Repeat these steps for each child you are including in this intent form.
	Add	



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

	Student	s on App	lication											
	Actions	<u>First</u> <u>Name</u>	<u>Middle</u> <u>Name</u>	<u>Last</u> <u>Name</u>	DOB	<u>Sex</u>	<u>Prev</u> <u>Grade</u>	<u>Cur</u> <u>Grade</u>	<u>Exempt</u>	<u>Last School</u> <u>Type</u>	<u>Last</u> School	<u>Plan to</u> <u>Obtain GED</u>	<u>Special</u> <u>Needs</u>	<u>Has</u> IEP
€	<u>Update</u>	Jane		Doe	4/28/2001	F	1	2	No	Public	Alpena	No	No	No
Ī		1 🕨	▶ Page	size: 10	•								1 items in	1 pages

🖄 Update Student	
First Name	
lane	Give Full Legal Name
June	
Middle Name:	
Last Name:	
Doe	
4/20/2001	
Sex:	
Male Imale	
Grade Level Completed Last School Year:	
1 •	
Grade level student is in this year:	las 2 Abrough 0 MUST TEST (Testing April 2014)
2 • Students in grad	les 5 through 9 MOST TEST (Testing - April 2014)
Permanently Exempt from Home School Testing Grad	as 3-9 Per Home School Test Coordinator: 🔲
Time of Cohenellant Attanded	
T ublic t	
Name of School Last Attended:	
Alpena	
Plan to obtain GED:	
Student is special needs: 🔲	
Student by an IEP on file: 🔲 IED-Individualized Edu	ration Brogram
	adon 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.	
Update Cancel	

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

Actions	<u>School Year</u>	<u>District</u>		<u>County</u>	<u>Beg</u>	<u>jin Date</u>	<u>Status</u>	Entered Date			
View Students Update	2013-2014	ALPENA SCHOOL DIS	STRICT	BOONE	8/4/	/2013		5/2/2013			
<u>View</u> <u>Students</u> <u>Update</u>	2012-2013	BATESVILLE SCHOOL	DISTRICT	INDEPENDE	NCE 5/5/	/2013					
	Page size: 10 🔻						1	2 items in 1 pages	;		
oticeOfIntentToHomeSchool.pdf		×									
chosen to open:				_	Name allow 1	-	ting Passi	the second is	-		
ticeOfIntentToHomeSchool.pdf											
ich is a: Adobe Acrobat Document m: https://adedata.arkansas.gov	t (12.6 KB)		80.9% 🔻 📙	📳 🦻 🍹					Tools	Sigr	n Comm
ould Firefox do with this file?			_	0040.004							
pen with Adobe Reader (defau	ilt)	 nust be returned to the an August 15, or by ind semester, or during 	District EA	(Do not modify/revise /	14 ADE forms)	TES thro will I	TING: State law r ugh 9 test every y be in April of 2014	equires that home school stude ear. The tentative test date for Please check the Home Sch	ents in grades r home school iool Testing we	3 students absite for	
ave File		Only the uthority to waive the 14 completed form for	Submit a	A # 0501000 all forms to Superinter	(District use on ndent's Office ONL)	Y guar Y notif	e information at ht rdians that are reg lication of the test	tp://www.arhomeschooltesting jistered for the current school y dates, times, and sites. Pleas Office if there is a chance in a	lorg Parents/k year will receiv e notify the Ar	egal e written kansas	
o this <u>a</u> utomatically for files like th	his from now on.		Of Ed	lucation website for	r Arkansas Depart district address	ment	e outour resurg	once il unere is a change il a	uuress.		
			Notice Arkansas D	e of Intent to	Home Scho School Office (501) 662-1674	ol					
			http://ork								
	OK Car	ncel	nup.//ark	ansased.org/about	/schools/home.ht	<u>ml</u>					
	OK Car	hed for the Implement	ntation of Act 1117 of 199 wn child(ren) located at:	ansased.org/about	ice to JAMES DEE TR	<u>ml</u> RAMMELL, Supe	nintendent of th	e ALPENA SCHOOL DIST /2013.	RICT, BOOI	NE	
	Ocany, or myroar intent to p Parent's mailing address if o	hed for the Implement monoe nome instruction to my/our of lifferent from above:	ntation of Act 1117 of 199 wn child(ren) located at:	ansased.org/about 99, I/we hereby give noti 123 Indian Drive, Alpen	ice to JAMES DEE TR	<u>ml</u> RAMMELL, Supe eginning date for	rintendent of th 2013-2014 8/4	e ALPENA SCHOOL DIST /2013. (for mailing test notificati	RICT, BOOI	NE	
	OK Car County, or myrour means or p Parent's mailing address if o Further, I/we agree that m through 9 during the testi	hed for the Implement revise nome distruction to my/our or lifferent from above: y/our child(ren) will take a nationar ng window for the current school	ntation of Act 1117 of 198 wn child(ren) located at: ally recognized standar year. The Arkansas De	ansased.org/about 99, I/we hereby give noti 123 Indian Drive, Alpen 123 Indian	/schools/home.ht ice to JAMES DEE TF ia, AR 11111-1111, be st as required in A.C. n recommends that	MI RAMMELL, Supe eginning date for 	rintendent of th 2013-2014 8/4 ne test will be a ocal school dis	e ALPENA SCHOOL DIST /2013. (for mailing test notificati administered to students strict of any change of ad	RICT, BOOI ion/results) in grades 3 Idress or if 1	NE you	
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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":

Appli	ications –								
Add	New Applic	ation							
Actio	ns	—	Id	School Year	District	County	Begin Date	<u>Status</u>	Entered Date
<u>View</u>	<u>Students</u>	Upd	9	2012-2013	BATESVILLE SCHOOL DISTRICT	INDEPENDENCE	5/5/2013		
<u>View</u>	Students	Change Di	istrict 8	2013-2014	ALPENA SCHOOL DISTRICT	BOONE	8/4/2013	Approved	5/16/2013
M	∢1 ▶	► F	age size: 1) -				2 it	tems 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 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] 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

nformation 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

ax: 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 <u>Application Maintenance</u> 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

Add New opplication						
Actions	<u>School Year</u>	District	<u>County</u>	<u>Begin Date</u>	<u>Status</u>	Entered Da
View Students Update	2013-2014	ALPENA SCHOOL DISTRICT	BOONE	8/4/2013		5/2/2013
View Students Update	2012-2013	BATESVILLE SCHOOL DISTRICT	INDEPENDENCE	5/5/2013		
Students on Applicati	n					
Students on Applicati Student Maintenance Actions <u>Enr</u>	n olled <u>Fir</u>	<u>st Name Middle N</u>	ame La	st Name	DO	B
Students on Applicati Student Maintenance Actions Enr Enroll No	n olled <u>Fir</u> Jar	<u>st Name Middle N</u> ne	<u>ame La</u> Do	st Name	<u>D0</u> 4/2	<u>B</u> 8/2001

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.

The Home School Program Office has been notified of your child's change in status. Your child will not officially be enrolled until you receive ADE approval.
ОК

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:

Forms	Account	Help		
Home	School Int	ent 🕨	Student Maintenance	←

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

Student Mainte	enance				
Actions	Enrolled	<u>First Name</u>	Middle Name	Last Name	DOB
			No Records Found		

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

Actions <u>First Name Middle Name Last Name DOB</u> <u>Sex Exempt Plan to Obtain GED</u> <u>Special Needs</u> <u>Has</u>	Jse this scree on an applicat	n to update i tion. Please s	nformation regardi ee the tutorial in the	ng your child(Help section	ren). The infor for more info	rmation ormatio	found on n.	this screen will be used	when selecting st	udents to
Update Jane Doe 4/28/2001 F No No No No	Actions	<u>First Name</u>	Middle Name	<u>Last Name</u>	DOB	<u>Sex</u>	<u>Exempt</u>	Plan to Obtain GED	Special Needs	<u>Has IEP</u>
	Update	Jane		Doe	4/28/2001	F	No	No	No	No

→



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:						
O Male O 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 Edu	cation Program					
Update Cancel						

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:



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? <u>Click here</u> 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.