



**SPRINGFIELD PUBLIC SCHOOLS, S P R I N G F I E L D, M A S S A C H U S E T T S**

**HOME INSTRUCTION NOTIFICATION**

In accordance with state law, no child may begin a home instruction program prior to its review and approval by the School Committee or Superintendent.

Please complete this form, attach all supporting documents and email it to [homeschool@springfieldpublicschools.com](mailto:homeschool@springfieldpublicschools.com) or mail it to the Office of Instruction at Springfield Public Schools, 1550 Main Street, 3rd Floor, Springfield, MA 01103.

Notification Date: \_\_\_\_\_ Date for beginning home instruction: \_\_\_\_\_

Name of Parent/Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name of student of compulsory attendance age (6-16) who will be educated at home, date of birth and current comparable public school grade level:

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade \_\_\_\_\_  
First Middle Name Last

**Required supporting documents:**

\_\_\_\_\_ Description of the academic background, life experience and/or qualifications of those who will be instructing the child(ren), as they relate to the instructional program described below; and

\_\_\_\_\_ Description of the proposed curriculum (including each subjects' scope, major goals and objectives), and schedule (including the number of hours of instruction); and

\_\_\_\_\_ Description of the educational materials and methods to be used; and

\_\_\_\_\_ Method of assessments to be used to ensure educational progress and attainment of minimum standards

Should your Home Instruction Notification be approved, Parent/Guardian is required to provide the Office of Instruction at Springfield Public Schools by June 30<sup>th</sup> of each school year, an annual evaluation of your child's academic progress. Springfield Public Schools reserves the right to set guidelines and standards to ensure that all children attain reasonable academic progress.

Parent/Guardian Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**(For Central Office Use Only)**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Date Denied: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_ Date Sent to the Parent Information Center: \_\_\_\_\_

**September 2021**