



**Department of
Education**

Chancellor Richard A. Carranza

WILLIAM HARRINGTON, DIRECTOR
CENTRAL OFFICE OF HOME SCHOOLING
333 SEVENTH AVENUE, 7TH FL. NEW YORK, NY 10001

July 1, 2019

Dear Parent/Guardian:

The Central Office of Home Schooling welcomes you to the **2019-20** school year. This letter will provide you with information to help you register your child (or continue) home school education for the 2019-20 school year. In order to ensure that your child receives an educational experience aligned to the New York State Education Department's (NYSED) Commissioner's Regulation Part 100.10, there are several forms that you are required to submit over the course of the school year.

To support you, we have provided copies of every form in this packet. A list of the forms and deadlines for submission is below. It is the sole responsibility of the parent or guardian of each child to submit these items on time and according to the mandates of NYSED Commissioner's Regulation Part 100.10.

DUE DATE*	COMPLIANCE ITEM
July 1, 2019:	Submit Letter of Intent [<i>see Part 100.10 (b)</i>]
August 15, 2019:	Submit Individualized Home Instruction Plan (IHIP) [<i>see Part 100.10 (c)</i>]
November 15, 2019:	Submit Quarterly Report #1
January 31, 2020:	Submit Quarterly Report #2
April 15, 2020:	Submit Quarterly Report #3
June 30, 2020:	Submit Quarterly Report #4 and Annual Assessment

* Indicates dates **suggested** by the Central Office of Home Schooling. Parents may determine actual dates of quarterly reports submission on the final page of IHIP, but reports must be sent in four evenly spaced quarterly intervals. For students entering home schooling during the school year, the number of reports should be proportional to the period of home instruction.

All documentation must include your child's name as it appears in our records; if their name is incorrect on the mailing label, please let us know immediately.

What to do next:

To continue (or begin) home schooling your child, you must submit a Letter of Intent for the 2019-2020 school year on or about **July 1, 2019**. Please mail your Letter of Intent to the address listed below. Alternatively, you can submit all documents to the Central Office of Home Schooling via email to homeschool@schools.nyc.gov. Please note that compliance items including Letters of Intent, Quarterly Reports, IHIPs, and Annual Assessments cannot be accepted via fax.

**Central Office of Home Schooling
333 Seventh Avenue, 7th Fl. New York, NY 10001**

We offer walk-in office hours as a service for parents who have questions, but there is no need to visit the office to submit forms or other documents. Please note the following before visiting the office:

- We are not able to make copies of your documents. Please make copies of all the documents you are submitting prior to your visit.
- Office hours are Monday – Friday, between 9:00 a.m. – 3:00 p.m. The Office of Home Schooling is closed on all school holidays and weekends
- If you would like to meet with a guidance counselor, please call (917) 339-1750 to schedule an appointment.

For additional information, please visit our web page: <https://www.schools.nyc.gov/enrollment/enrollment-help/home-schooling>

Thank you,

William Harrington