Overview of PA Homeschooling

The expectations for the Homeschooling/Private Tutoring Programs for the Manheim Central School District are as follows: In regards to homeschooling and private tutoring, the law, 24 P.S. 13-1327.1, and School Board Policy, 137, govern the district’s expectations of its Home Education and Private Tutoring Programs. Here is a brief overview of both programs.

Private Tutoring Program

What are the requirements of a Private Tutoring Program? (22 P.S. Pa Code 11.31 and 24 P.S. 13-1327.1)

- a private tutor: must be certified by the by PDE; teach one or more children of a single family; provide the majority of the instruction; receive a fee or other consideration for teaching (hence, the parent cannot tutor their own children); be able to pass the normal background checks and file a copy of his/her PA certification and criminal history record with the student’s district of residence superintendent. Please note that if you are currently private tutoring your child and you, the parent, is the tutor, you will need to make arrangements to find another private tutor or feel free to contact me; for, I can assist you in converting your tutor program into a homeschool program.

- a private tutor is not required to maintain Act 48 credits (professional development). The tutor must notify the district of their students or if they cease to have a student during a school year. District approval is not required to begin a private tutoring program.

- the educational requirements, 22 P.S. Pa Code 11.31 (a) (1-4) and compulsory attendance requirements are identical to a home education/school program but the student is accountable to the tutor rather than the school district; although, the parent must give written assurance to the district that the requirements have been met at the end of each school year, 22P.S. Pa Code 11.31 (b) (2-5). The superintendent has the option of investigating, if they have a credible complaint against a private tutor program; the documentation, in these cases, would be similar to a home education/schooling portfolios.

Home Education Programs

What are the requirements of a Homeschooling Program? [24 P.S. 13-1327.1 (1) (c) (1-2) (d) (e) (1) (i-iii) (2)]

Parents who are homeschooling must submit to the Assistant Superintendent’s office:

- a notarized affidavit to begin the homeschooling process. Affidavits must be turned in by August 1 of each school year a child is home schooled, School Board Policy 137. Note - the exception is the first year in which a home education program is beginning. In this case, the affidavit can be submitted anytime during the year and homeschooling begins as soon as an affidavit is submitted. It is helpful if you note on the affidavit your child’s grade.

- evidence that your child has been immunized. A sample immunization record can be found on our website; however, any documentation showing the date of immunization is acceptable. If you do not believe in immunizations, attach a statement in writing signed by the parent/guardian saying that you object to such immunization. Immunizations must be current.
• a sworn statement that a Comprehensive Health Record is being kept for your child. The PA Department of Education has confirmed that districts do have the right to see this sort of evidence. A sample health record can also be found on this site, if you choose to use it. Any documentation showing the date of your child’s physical is acceptable. Depending upon the child’s grade level there are specific examinations which the child must take and therefore need to be noted in your paperwork.
  ▪ First year of school: dental examination, color vision, and stereo vision
  ▪ First year of school in PA: medical examination
  ▪ First grade: hearing test
  ▪ Second grade: hearing test
  ▪ Third grade: hearing test & dental examination
  ▪ By Fifth grade: color vision
  ▪ Sixth grade: medical exam & scoliosis test
  ▪ Seventh grade: hearing test & scoliosis test & dental exam
  ▪ Eleventh grade: medical exam & hearing test

**Every year your child’s weight and height need to be measured and your child’s near and distance vision needs to be checked. Your child’s Body Mass Index also needs to be calculated.**

• educational objectives. It is recommended that at least one objective for each required subject is listed. Please make sure your educational objectives are taught and that the evaluator reflects on the completed objectives in his/her evaluation. I should also be able to find evidence of the objectives in the work samples.

• a portfolio must be submitted for students under the age of 17. Portfolios must be submitted to the Assistant Superintendent’s office by June 30th of each school year. All portfolios will be returned to parents/guardians. Your portfolio will be registered on a signature form when it is dropped off and picked up at the district office. The portfolio must include:
  ▪ A log which shows evidence the student has completed either the required days or hours of instruction (900 hours for elementary/990 hours for secondary students) or 180 days. Please tally the total number of days or hours in your log.
  ▪ Samples of any writings, worksheets, workbooks or creative materials used or developed by the student. Grade appropriate examples are expected unless the child is working below grade level.
  ▪ Titles of instructional materials being used
  ▪ The results of nationally norm standardized achievement tests in reading/language arts and mathematics or the results of State-wide tests for grades three, five and eight.

• an evaluation by the parent’s evaluator. An annual evaluation must be submitted to the Assistant Superintendent’s office along with the portfolio by June 30th of each school year. The evaluator must review the portfolio and the interview the student. I am looking for evidence that the objectives identified by the parent have been evaluated by the evaluator.
  ▪ Evaluators must be a certified teacher by the Commonwealth or by a non-public school teacher or administrator. Any such non-public teacher or administrator shall have at least two years of teaching experience in a Pennsylvania public or non-public school within the last ten years. Such non-public teacher or administrator shall have the required experience at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students. The certified teacher shall have experience at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students. The certified teacher must have at least two years of experience in grading the subjects. (School Board Policy, 137) Note that the evaluator cannot be the supervisor or the spouse.

What is a homeschooling parent to do if they are relocating to another school district?

• In the event that your home schooling program will be relocating to another school district, the supervisor must request a letter of transfer for the home school program to its new location, by registered mail, to the Superintendent of the district in which she/he currently resides. (School Board Policy 137)
What are the Testing Options for homeschoolers?

California Achievement Test  
Comprehensive Testing Prog  
Comprehensive Test of Basic Skills  
Iowa Test of Basic Skills  
Metropolitan Achievement Test  
Stanford Achievement Test  
TerraNova  
Peabody Individual Achievement Test  
Wide Range Achievement Test  
Woodcock Johnson Rev Test of Achievement

Students may also take the PSSA. Please notify the district of your interest in taking this assessment. See the school assessment calendar for the administration dates.

Who are the Diploma-granting Organizations for homeschoolers?

Below you will find a table of diploma-granting organizations that currently are authorized by the Department to grant home education diplomas for PA residents; this becomes more important beginning in ninth grade when the high school record starts. These organizations periodically reapply and new organizations are added, so this list changes from year-to-year.

If the home education program has not associated with one of these institutions, you may request a Commonwealth Secondary School diploma. Contact Mary Cain at the Department at 717-772-3738 or your child can take a GED (22 Pa Code § 4.72)

<table>
<thead>
<tr>
<th>PDE Approved Home Ed Diploma-Granting Organizations</th>
<th>Expiration Date</th>
<th>Contact</th>
<th>Address</th>
<th>Email; Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgeway Academy (a division of Essential Learning Institute)</td>
<td>11/28/2010</td>
<td>Jessica L. Parnell (800) 863-1474</td>
<td>334 Second Street Catasauqua, PA 18032</td>
<td><a href="mailto:office@homeschoolacademy.com">office@homeschoolacademy.com</a>; <a href="http://www.homeschoolacademy.com/">www.homeschoolacademy.com/</a></td>
</tr>
<tr>
<td>Valley Forge Baptist Home Education Association</td>
<td>7/16/2013</td>
<td>Karen Melchior (610) 792-1884</td>
<td>616 S. Trappe Road Collegeville, PA 19426</td>
<td><a href="mailto:kmelchior@vfbt.org">kmelchior@vfbt.org</a></td>
</tr>
<tr>
<td>Buxmont Christian Educational Institute Inc.</td>
<td>1/8/2011</td>
<td>Terry L. Johns (215) 723-7226</td>
<td>146 W. Broad Street Telford, PA 18969</td>
<td><a href="mailto:bceione@fast.net">bceione@fast.net</a>; <a href="http://buxmontchristianed.org/">http://buxmontchristianed.org/</a></td>
</tr>
<tr>
<td>Upattinas School and Resource Center</td>
<td>4/15/2011</td>
<td>Kim Coffin (610) 458-5138</td>
<td>429 Greenridge Road Glenmoore, PA 19343</td>
<td><a href="mailto:office@upattinas.org">office@upattinas.org</a>; <a href="http://www.upattinas.org">www.upattinas.org</a></td>
</tr>
<tr>
<td>Pennsylvania Homeschoolers Accreditation Agency</td>
<td>5/5/2011</td>
<td>Dr. Howard Richman (724) 783-6512</td>
<td>105 Richman Lane Kittanning, PA 16201</td>
<td><a href="mailto:director@phaa.org">director@phaa.org</a>; <a href="http://www.pahomeschoolers.com">www.pahomeschoolers.com</a></td>
</tr>
<tr>
<td>Erie County Homeschoolers (Erie County Homeschoolers Diploma Association)</td>
<td>8/28/2011</td>
<td>Edi Thomas (570) 967-0951</td>
<td>9129 State Road Cranesville, PA 16410</td>
<td><a href="mailto:echsda@velocity.net">echsda@velocity.net</a>; <a href="http://www.echsdiploma.org/">www.echsdiploma.org/</a></td>
</tr>
<tr>
<td>Mason Dixon Homeschoolers Association</td>
<td>10/12/2011</td>
<td>Mary Hudzinski (717) 762-3357</td>
<td>32 West Main Street #5 Waynesboro, PA 17268</td>
<td><a href="mailto:mdhsadmin@pa.net">mdhsadmin@pa.net</a>; <a href="http://www.mdhsa.pa.net">http://www.mdhsa.pa.net</a></td>
</tr>
<tr>
<td>The Lancaster Center for Classical Studies (The Classical Foundation of Lancaster)</td>
<td>11/13/2012</td>
<td>Wilson Brown (717) 397-3223</td>
<td>910 Marietta Avenue Lancaster, PA 17603</td>
<td><a href="mailto:lcsc.org@verizon.net">lcsc.org@verizon.net</a></td>
</tr>
<tr>
<td>Susquehanna Valley Homeschool Diploma Program, Inc.</td>
<td>4/14/2013</td>
<td>Margaret T. Matthews (717) 566-3573</td>
<td>484 Pleasant View Rd Hummelstown, PA 17036</td>
<td><a href="http://www.svhomeschool.org">www.svhomeschool.org</a>; <a href="http://www.svhomeschool.org/forms.html">www.svhomeschool.org/forms.html</a></td>
</tr>
</tbody>
</table>
What is the home education law?

24 P.S. § 13-1327.1 Home education program

(a) The following words and phrases when used in this section shall have the meanings given to them in this subsection:

"Appropriate education" shall mean a program consisting of instruction in the required subjects for the time required in this act and in which the student demonstrates sustained progress in the overall program.

"Hearing examiner" shall not be an officer, employe or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

"Home education program" shall mean a program conducted, in compliance with this section, by the parent or guardian or such person having legal custody of the child or children.

"Supervisor" shall mean the parent or guardian or such person having legal custody of the child or children who shall be responsible for the provision of instruction, provided that such person has a high school diploma or its equivalent.

(b) The requirements contained in sections 1511 and 1511.1, except as provided for in this section, and section 1605 shall not apply to home education programs. A home education program shall not be considered a nonpublic school under the provisions of this act.

1. A notarized affidavit of the parent or guardian or other person having legal custody of the child or children, filed prior to the commencement of the home education program and annually thereafter on August 1 with the superintendent of the school, district of residence and which sets forth: the name of the supervisor of the home education program who shall be responsible for the provision of instruction; the name and age of each child who shall participate in the home education program; the address and telephone number of the home education program site; that such subjects as required by law are offered in the English language, including an outline of proposed education objectives by subject area; evidence that the child has been immunized in accordance with the provisions of section 1303(a) and has received the health and medical services required for students of the child's age or grade level in Article XIV; and that the home education program shall comply with the provisions of this section and that the notarized affidavit shall be satisfactory evidence thereof. The required outline of proposed education objectives shall not be utilized by the superintendent in determining if the home education program is out of compliance with this section and section 1327. The affidavit shall contain a certification to be signed by the supervisor that the supervisor, all adults living in the home and persons having legal custody of a child or children in a home education program have not been convicted of the criminal offenses enumerated in subsection (e) of section 111 within five years immediately preceding the date of the affidavit.

2. In the event the home education program site is relocating to another school district within this Commonwealth during the course of the public school term or prior to the opening of the public school term in the fall, the supervisor of the home education program must apply, by registered mail, thirty (30) days prior to the relocation, to the superintendent of the district in which he or she currently resides, requesting a letter of transfer for the home education program to the district to which the home education program is relocating. The current superintendent of residence must issue the letter of transfer thirty (30) days after receipt of the registered mail request of the home education program supervisor.

   (i) If the home education program is not in compliance with the provisions of this section, the superintendent of the current district of residence must inform the home education supervisor and the superintendent of the district to which the home education program is relocating the status of the home education program and the reason for the denial of the letter of transfer.
(ii) If the home education program is in hearing procedures, as contained in this section, the superintendent of the current district of residence must inform the home education supervisor, the assigned hearing examiner and the superintendent of the district to which the home education program is relocating the status of the home education program and the reason for the denial of the letter of transfer.

(3) The letter of transfer, required by clause (2), must be filed by the supervisor of the home education program with the superintendent of the new district of residence. In the case of pending proceedings, the new district of residence superintendent shall continue the home education program until the appeal process is finalized.

(c) A child who is enrolled in a home education program and whose education is therefore under the direct supervision of his parent, guardian or other person having legal custody shall be deemed to have met the requirements of section 1327 if that home education program provides a minimum of one hundred eighty (180) days of instruction or nine hundred (900) hours of instruction per year at the elementary level, or nine hundred ninety (990) hours per year at the secondary level:

(1) At the elementary school level, the following courses shall be taught: English, to include spelling, reading and writing; arithmetic; science; geography; history of the United States and Pennsylvania; civics; safety education, including regular and continuous instruction in the dangers and prevention of fires; health and physiology; physical education; music; and art.

(2) At the secondary school level, the following courses shall be taught: English, to include language, literature, speech and composition; science; geography; social studies, to include civics, world history, history of the United States and Pennsylvania; mathematics, to include general mathematics, algebra and geometry; art; music; physical education; health; and safety education, including regular and continuous instruction in the dangers and prevention of fires. Such courses of study may include, at the discretion of the supervisor of the home education program, economics; biology; chemistry; foreign languages; trigonometry; or other age-appropriate courses as contained in Chapter 5 (Curriculum Requirements) of the State Board of Education.

[**PDE NOTE:** Chapter 5 (Curriculum Requirements of the State Board of Education), mentioned in 24 P.S. § 13-1327.1(c – d) as a resource to find other age-appropriate courses, has been repealed and replaced with Chapter 4 (22 Pa. Code Chapter 4). Therefore, supervisors should consult 22 Pa. Code §§ 4.20 – 4.28 for information regarding age-appropriate courses.]

(d) The following minimum courses in grades nine through twelve are established as a requirement for graduation in a home education program:

(1) Four years of English.
(2) Three years of mathematics.
(3) Three years of science.
(4) Three years of social studies
(5) Two years of arts and humanities.

(e) In order to demonstrate that appropriate education is occurring, the supervisor of the home education program shall provide and maintain on file the following documentation for each student enrolled in the home education program:

(1) A portfolio of records and materials. The portfolio shall consist of a log, made contemporaneously with the instruction, which designates by title the reading materials used, samples of any writings, worksheets, workbooks or creative materials used or developed by the student and in grades three, five and eight results of nationally normed standardized achievement tests in reading/language arts and mathematics or the results of Statewide tests administered in these grade levels. The department shall establish a list, with a minimum of five tests, of nationally normed standardized tests from which the supervisor of the home education program shall select a test to be administered if the supervisor does not choose the Statewide tests. At the discretion of the supervisor, the portfolio may include the results of nationally normed standardized achievement tests for other subject areas or grade levels. The supervisor shall ensure that the nationally normed standardized tests or the Statewide tests shall not be administered by the child’s parent or guardian.
(i) A teacher or administrator who evaluates a portfolio at the elementary level (grades kindergarten through six) shall have at least two years of experience in grading any of the following subjects: English, to include spelling, reading and writing; arithmetic; science; geography; history of the United States and Pennsylvania; and civics.

(ii) A teacher or administrator who evaluates a portfolio at the secondary level (grades seven through twelve) shall have at least two years of experience in grading any of the following subjects: English, to include language, literature, speech, reading and composition; science, to include biology, chemistry and physics; geography; social studies, to include economics, civics, world history, history of the United States and Pennsylvania; foreign language; and mathematics, to include general mathematics, algebra, trigonometry, calculus and geometry.

(iii) As used in this clause, the term "grading" shall mean evaluation of classwork, homework, quizzes, classroom-based tests and prepared tests related to classwork subject matter.

(2) An annual written evaluation of the student's educational progress as determined by a licensed clinical or school psychologist or a teacher certified by the Commonwealth or by a nonpublic school teacher or administrator. Any such nonpublic teacher or administrator shall have at least two years of teaching experience in a Pennsylvania public or nonpublic school within the last ten years. Such nonpublic teacher or administrator shall have the required experience at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students. The certified teacher shall have experience at the elementary level to evaluate elementary students or at the secondary level to evaluate secondary students. The evaluation shall also be based on an interview of the child and a review of the portfolio required in clause (1) and shall certify whether or not an appropriate education is occurring. At the request of the supervisor, persons with other qualifications may conduct the evaluation with the prior consent of the district of residence superintendent. In no event shall the evaluator be the supervisor or their spouse.

(f) The school district of residence shall, at the request of the supervisor, lend to the home education program copies of the school district's planned courses, textbooks and other curriculum materials appropriate to the student's age and grade level.

(f.1)

(1) Beginning January 1, 2006, the school district of residence shall permit a child who is enrolled in a home education program to participate in any activity that is subject to the provisions of section 511, including, but not limited to, clubs, musical ensembles, athletics and theatrical productions provided that the child:

(i) Meets the eligibility criteria or their equivalent for participation in the activity that apply to students enrolled in the school district;

(ii) Meets the tryout criteria or their equivalent for participation in the activity that apply to students enrolled in the school district; and

(iii) Complies with all policies, rules and regulations or their equivalent of the governing organization of the activity.

(2) For the purposes of this subsection, the school district of residence's program of interscholastic athletics, including varsity sports, shall be considered an activity and shall include all activities related to competitive sports contests, games, events or exhibitions involving individual students or teams of students whenever such activities occur between schools within the school district or between schools outside of the school district.

(3) Where the activity requires completion of a physical examination or medical test as a condition of participation and the school district of residence offers such physical examination or medical test to students enrolled in the school district, the school district shall permit a child who is enrolled in a home education program to access such physical examination or medical test. The school district shall publish the dates and times of such physical examination or medical test in a publication of general circulation in the school district and on its publicly accessible Internet website.

(4) A board of school directors may adopt a policy to implement the requirements of this subsection. Such policy shall only apply to participation in activities and shall not conflict with any provisions of this section.
(g) When documentation is required by this section to be submitted to the district of residence superintendent or the hearing examiner, the superintendent or the hearing examiner shall return, upon completion of his review, all such documentation to the supervisor of the home education program. The superintendent or hearing examiner may photocopy all or portions of the documentation for his files.

(h) Such documentation required by subsection (e)(1) and (2) shall be provided to the public school district of residence superintendent at the conclusion of each public school year. In addition, if the superintendent has a reasonable belief that, at any time during the school year, appropriate education may not be occurring in the home education program, he may, by certified mail, return receipt requested, require documentation pertaining to the portfolio of records and materials required by subsection (e)(1) to be submitted to the district within fifteen (15) days; and documentation pertaining to subsection (e)(2) to be submitted to the district within thirty (30) days. If the tests as required in subsection (e)(1) have not been administered at the time of the receipt of the certified letter by the supervisor, the supervisor shall submit the other required documentation and shall submit the test results with the documentation at the conclusion of the school year.

(i) If the superintendent of the public school district determines, based on the documentation provided, at the end of or during the school year, that appropriate education is not taking place for the child in the home education program, the superintendent shall send a letter by certified mail, return receipt requested, to the supervisor of the home education program stating that in his opinion appropriate education is not taking place for the child in the home education program and shall return all documentation, specifying what aspect or aspects of the documentation are inadequate.

(j) Upon receipt of the certified letter required by subsection (i), the supervisor of the home education program shall have twenty (20) days to submit additional documentation demonstrating that appropriate education is taking place for the child in the home education program. If documentation is not submitted within that time, the home education program for the child shall be out of compliance with the requirements of this section and section 1327, and the student shall be promptly enrolled in the public school district of residence or a nonpublic school or a licensed private academic school.

(k) If the superintendent determines that the additional documentation submitted still does not demonstrate that appropriate education is taking place in the home education program, he shall so notify the supervisor of the home education program by certified mail, return receipt requested, and the board of school directors shall provide for a proper hearing by a duly qualified and impartial hearing examiner within thirty (30) days. The examiner shall render a decision within fifteen (15) days of the hearing except that he may require the establishment of a remedial education plan mutually agreed to by the superintendent and supervisor of the home education program which shall continue the home education program. The decision of the examiner may be appealed by either the supervisor of the home education program or the superintendent to the Secretary of Education or Commonwealth Court.

(l) If the hearing examiner finds that the documentation does not indicate that appropriate education is taking place in the home education program, the home education program for the child shall be out of compliance with the requirements of this section and section 1327, and the student shall be promptly enrolled in the public school district of residence or a nonpublic school or a licensed private academic school.

(m) At such time as the child's home education program has been determined to be out of compliance with the provisions of this section and section 1327, the supervisor or spouse of the supervisor of the home education program shall not be eligible to supervise a home education program for that child, as provided for in subsection (b)(1) of this section, for a period of twelve (12) months from the date of such determination.

22 Pa Code § 121.21. Requirement for higher education grant applicants.

(a) A State higher education grant applicant shall be a graduate of or attending an approved secondary school, or be a recipient of a Commonwealth secondary school diploma.

(b) An approved secondary school shall be any public or private secondary school, located in this Commonwealth or elsewhere, including foreign institutions and United States schools overseas, which in the judgment of the Department of Education provides a course of instruction at the secondary level and maintains standards of instruction substantially equivalent to the standards of instruction of the public high schools located in this Commonwealth.
(c) For purposes of the State Higher Education Grant Program, an approved secondary school shall also include any home education program that is accredited by any home schooling accreditation agency approved by the Department of Education. If the home education program lacks the requisite accreditation, certification by the appropriate local school official attesting that the home education program is in compliance with section 1327.1 of the Public School Code of 1949 (24 P. S. § 13-1327.1) shall be submitted to the Agency by the appropriate local school official.

22 Pa Code § 121.1. Definitions.

Agency or PHEAA—The Pennsylvania Higher Education Assistance Agency.

22 Pa Code § 4.72. Credentials other than the high school diploma

The requirements for a Commonwealth secondary school diploma are as follows:

(1) The Commonwealth secondary school diploma may be issued to an applicant who is a resident of this Commonwealth and does not possess a secondary school diploma upon presentation of evidence of full matriculation and the satisfactory completion of a minimum of 1 full year or 30 semester hours of study at an accredited institution of postsecondary education.

(2) In addition to the provisions of paragraph (1), the Commonwealth secondary school diploma may be issued to an applicant who is a resident of this Commonwealth, does not possess a secondary school diploma and is not enrolled in a public, licensed private, registered accredited or licensed nonpublic secondary school upon earning a passing score as determined by the Department on the high school level tests of General Educational Development (GED). A person 18 years of age or older may qualify for GED testing upon request. A person between 16 and 18 years of age may qualify for GED testing upon the issuance of a court order or at the written request of one of the following:

(i) An employer who requires a high school equivalency credential for job opportunities.

(ii) An official of an accredited institution of postsecondary education which accepts applicants on the basis of GED test scores.

(iii) A recruiting officer of a branch of the armed forces that requires a high school equivalency credential for entry of new recruits.

(iv) The director of a State institution on behalf of residents, patients or inmates.

(3) The Department will not ordinarily issue a diploma until after the high school class of which the applicant was a member has been graduated. This restriction may be waived by the Department upon the recommendation of the school district for persons between 16 and 18 years of age who meet the higher education or GED requirements for the secondary school diploma.

22 Pa Code § 11.31. Students not enrolled in public schools due to private tutoring

(a) Private tutoring requirements.

(1) The instruction of students not enrolled in public schools due to private tutoring by a qualified tutor under section 1327 of the Public School Code of 1949 (24 P.S. § 13-1327) must include for elementary school level students: English, including spelling, reading and writing; arithmetic; geography; the history of the United States and Pennsylvania; science; civics, including loyalty to the State and National government; safety education, including regular and continuous instruction in the dangers and prevention of fires; health, including physical education and physiology; music; and art.

(2) For secondary school level students, the instruction must include: art; English; health; mathematics; music; physical education; science; and social studies, including civics, world history, United States and Pennsylvania history.

(3) The instruction may include, at the discretion of the tutor, economics, biology, chemistry, foreign languages, trigonometry or other age appropriate planned instruction as contained in Chapter 4 (relating to academic standards and assessment).

(4) The instruction must be given during the school year for a minimum of 180 days of instruction or for a minimum of 900 hours of instruction for an elementary level student and a minimum of 990 hours of instruction for a secondary level student as the equivalent of 180 days of instruction.
(b) Documentation regarding private tutoring.
   
   (1) School district approval is not required to commence private tutoring.
   
   (2) The parent shall provide written assurance that the instructional requirements listed in this section have been met.
   
   (3) When a superintendent receives a complaint that a student is not being provided instruction for the time prescribed or that a student is not making satisfactory progress in the tutoring program, the superintendent may request evidence of student academic progress and documentation that instruction is provided for the required number of days and hours.
   
   (4) Evidence of satisfactory progress may include samples of student work, assessments, progress reports, report cards and evaluations.
   
   (5) Documentation of instructional time may include logs maintained by the tutor or parent, attendance records or other records indicating the dates and time instruction was provided.


**24 P.S. § 13-1327 Compulsory school attendance**

(a) ... For the purposes of this section, "properly qualified private tutor" shall mean a person who is certified by the Commonwealth of Pennsylvania to teach in the public schools of Pennsylvania; who is teaching one or more children who are members of a single family; who provides the majority of the instruction to such child or children; and who is receiving a fee or other consideration for such instructional services. No person who would be disqualified from school employment by the provisions of subsection (e) of section 111 may be a private tutor, as provided for in this section. The private tutor must file a copy of his Pennsylvania certification and the required criminal history record with the student's district of residence superintendent.

**24 P.S. § 12-1205.1. Continuing professional development**

(e) The requirements of this section and section 1205.2 do not apply to a professional educator not employed by a school entity who serves as an evaluator of a home education program authorized under section 1327.1(e)(2) or who provides private tutoring services as part of a home education program under section 1327.1.

**24 P.S. § 13-1332 Reports of enrollments; attendance and withdraws; public and private schools**

Every principal or teacher in every public school, and every principal, teacher or tutor in every school other than a public school, and in every institution for children, and every private teacher in every school district, shall, immediately after their admission to such school or institution, or at the beginning of such private teaching, furnish to the district superintendents, attendance officers, home and school visitors, or secretaries of the boards of school directors of the districts wherein the parents or guardians of such children reside, lists of the names and residences of all children between six (6) and eighteen (18) years of age enrolled in such school or institution, or taught by such private teacher; and shall further report at once to such district superintendent, or secretary of the board of school directors, the name and date of withdrawal of any such pupil withdrawing from any such school or institution, or from such private instruction, if such withdrawal occurs during the period of compulsory attendance in said district. Every principal or teacher in a school other than a public school, and every private teacher, shall also report at once to the superintendent, attendance officer, home and school visitor, or secretary of the board of school directors of the district, any such child who has been absent three (3) days, or their equivalent, during the term of compulsory attendance, without lawful excuse.

**22 Pa. Code § 11.41. School district policies and rules**

(a) Each school board shall adopt written policies concerning district child accounting, attendance, admission, excusal and program procedures as necessary to implement this chapter. The policies shall be a matter of public record.

(b) Each school board shall adopt, and distribute yearly to parents, written rules governing student admissions, attendance, absences and excusals, that are in conformity with this chapter.

(c) Each school board shall adopt a written policy permitting students to be excused for participation in agricultural fairs in conformity with section 1329(b) of the Public School Code of 1949 (24 P.S. § 13-1329(b)
Conclusion

It is our goal to offer information to our homeschooling and private tutoring families, as well as, answer any questions you might have about home education requirements and the portfolio review process in the Manheim Central School District. I want to ensure you that we want to work cooperatively with you as we fulfill our legal responsibilities set forth to us in the Home Education Law, 24 P.S. 13-1327.1.

If you have not yet submitted your affidavit for the 2010-2011 school year and your child has started his/her homeschooling program, please do so immediately. If you have any questions or concerns about this letter or about the district’s homeschooling and/or private tutoring expectations, please do not hesitate to contact me, Dr. Elizabeth Massar, Assistant Superintendent, at 664-8542.