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**Appendix B: Sample Letter Indicating Notification of Intent to Provide Home Schooling**

To the \_\_\_\_\_ (District) School Board:

I/We herewith provide the names, gender, and date of birth for *each child* of compulsory school age for whom I/we intend to provide home schooling.

| First and Last Names | Gender | Date of Birth |
|----------------------|--------|---------------|
|                      |        |               |
|                      |        |               |
|                      |        |               |
|                      |        |               |

Name of parent/guardian: \_\_\_\_\_

Home address: \_\_\_\_\_

Mailing address (if different from home address): \_\_\_\_\_

Telephone: \_\_\_\_\_

I/We wish to notify the \_\_\_\_\_ (District) School Board that I/we will be providing home schooling for our child(ren) starting in \_\_\_\_\_. I/we understand our responsibility under the Education Act to provide satisfactory instruction for our school-age child(ren) and do hereby declare our intent to do so.

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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**Appendix C: Sample Letter in Response to a Parent's Notification**

Dear \_\_\_\_\_ ,

Thank you for notifying the \_\_\_\_\_ (District) School Board of your intent to provide home schooling for your child(ren):

\_\_\_\_\_

\_\_\_\_\_

Your child(ren) is/are excused from attendance at school for the school year \_\_\_\_\_ under subsection 21(2), clause (a), of the Education Act, because your child(ren) is/are receiving satisfactory instruction at home.

If you would like your child(ren) to participate in the assessments for students in Grades 3, 6, and 9, and/or in the Ontario Secondary School Literacy Test (normally given to students in Grade 10), that are administered by the Education Quality and Accountability Office (EQAO), you should contact the school board by September 30 [*or another date specified by the school board*] for information about the dates, times, and locations.

Enclosed please find a copy of Policy/Program Memorandum No. 131, "Home Schooling", issued by the Ministry of Education.

Sincerely,

Signature of school board official: \_\_\_\_\_

Name of school board official: \_\_\_\_\_

Title of school board official: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment

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**Appendix D: Sample of Form for Gathering Information in an Investigation**

Please complete this form and return it to the school board, along with the additional material requested below. If you need more space, attach additional sheets.

**Program Planning**

This section is intended to give the board information on your short- and long-range plans for your child's education.

Please describe your plan for your child's learning by answering the following questions:

Do you make instructional plans? YES ☐ NO ☐

Do you spend regularly planned instructional time with your child? YES ☐ NO ☐

Do you have a daily work schedule for your child's home schooling? YES ☐ NO ☐

If yes, please describe it.

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What subjects are you teaching?

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What do you expect to accomplish with your child in English, mathematics, and other subjects this year?

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**Instructional Program**

This section is intended to give the board information on the curriculum you follow.

Is your instructional program based on any of the elementary or secondary curriculum policy documents published by the Ontario Ministry of Education? YES ☐ NO ☐

If yes, please check the appropriate boxes below.

*Elementary Curriculum Policy Documents*

Language ☐

Mathematics ☐

Science and Technology ☐

Social Studies/History and Geography ☐

The Arts ☐

Health and Physical Education ☐

French As a Second Language ☐

*Secondary Curriculum Policy Documents* ☐

Please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note:* Ministry of Education curriculum policy documents and curriculum support material may be downloaded free of charge from the ministry's website, at <http://www.edu.gov.on.ca>. This material may also be obtained through Publications Ontario. Contact Publications Ontario by using its toll-free telephone number, 1-800-668-9938, or visit its website, at <http://www.publications.gov.on.ca>, for more information.

*Other Materials*

Please list any other curriculum documents that you use to help you design your instructional program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructional Activities**

This section is intended to give the board information on the types of planned activities that you provide for your child to help him or her meet the learning expectations you have established.

Please describe the typical activities you use to help your child learn. For example, what types of activities does your child do while learning English, mathematics, and other subjects? Please include samples of your child's work in each subject area.

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**Instructional Materials**

This section is intended to give the board information on the types of materials you use to help your child meet the learning expectations you have established.

Please indicate the resources you use to support your instruction.

Encyclopaedias/reference books (please list):

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Textbooks:

English ☐

Mathematics ☐

Other subjects ☐ Please list:

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Names of textbooks used:

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Supplementary materials used:

|                     | <i>Very Often</i>        | <i>Often</i>             | <i>Seldom</i>            | <i>Never</i>             |
|---------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Magazines           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Newspapers          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Science kits        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Films               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Slides              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tape recordings     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maps                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Charts              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Models/mock-ups     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Television programs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Radio programs      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Posters             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Computer programs   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other supplementary materials (please specify):

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## Assessment of Student Learning

This section is intended to give the board information on how you evaluate your child's progress in learning.

What techniques do you use to assess student learning? Please describe them.

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**Resources**

This section is intended to give the board information on the resources you use to support your instructional program.

Please indicate the community and other resources you use.

Public library ☐

YMCA/YWCA ☐

Community centre ☐

Local gym facilities ☐

Public swimming pool ☐

Museums ☐

Art galleries ☐

Recreational/educational/social groups  
(e.g., Scouts, Guides) ☐

Nature interpretive centres ☐

Camping areas ☐

Youth groups ☐ Please specify:

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Networking with other families that provide home schooling can offer valuable support. Please indicate if you are a member of any of the following provincial associations.

Ontario Federation of Teaching Parents ☐

Ontario Christian Home Educators' Connection ☐

Catholic Home Schoolers' Association – Ontario ☐

Other organizations or groups ☐ Please specify:

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**Other Information**

Please provide below any other information that would help the board determine whether the instruction is satisfactory.

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**Parent's/guardian's name:** \_\_\_\_\_

**Date:** \_\_\_\_\_