

## MAIN PAGE FOR ALL INFO:

<https://www.schools.nyc.gov/enrollment/enrollment-help/home-schooling>

### Contact Information

Office of Home Schooling  
333 Seventh Avenue, Floor 7  
New York, NY 10001  
[Homeschool@schools.nyc.gov](mailto:Homeschool@schools.nyc.gov)

[William Harrington](mailto:WHarrin@schools.nyc.gov) WHarrin@schools.nyc.gov  
Director, Office of Home Schooling

[John Gitto](mailto:JGitto@schools.nyc.gov) JGitto@schools.nyc.gov  
High School Guidance Counselor

[Megan Liendo](mailto:MLiendo@schools.nyc.gov) MLiendo@schools.nyc.gov  
Guidance Counselor

[David Summerville](mailto:DSummer@schools.nyc.gov) DSummer@schools.nyc.gov  
Guidance Counselor

16+ year old teen? Want to get working papers? Send the homeschooling office your teen's name and date of birth. The contact for working papers: [DSummer@schools.nyc.gov](mailto:DSummer@schools.nyc.gov) (David Summerville)

[Click here for General Inquiries and for document submission](#)

## ENROLL OR RE-ENROLL FOR HOMESCHOOLING

### Annual Mandated Deadlines

1. On or about July 1 each year (but each year the deadline shifts), you have to submit a letter of intent.

For existing homeschooled students, just fill out this form to [submit a Letter of Intent](#).

If you are **newly-commencing** homeschooling, **the process is different**.

2. Parents new to homeschooling have to submit a Letter of Intent to educate at home and administrate/report to the Board of Education within 14 days following the start of home instruction within the school district. You may use the Letter of Intent PDF template ([visit this site](#)) and then email the completed document to [letterofintent@schools.nyc.gov](mailto:letterofintent@schools.nyc.gov). You will need to Include the following:

- **Parent or Guardian name**
- **Your child's name**
- **Child's date of birth**
- **Home address**

You may send one Letter of Intent that includes multiple children, but a letter of intent is required for every year a child is home schooled. Please do not send general correspondence to the Letter of Intent mailbox.

2. Within 10 business days of their receipt of the notice of intention to instruct at home, the school district will send you a copy of section 100.10 of the Regulations of the Commissioner of Education and a form on which to submit an individualized home instruction plan (IHIP) for each child of compulsory attendance age who is to be taught at home. This IHIP is basically what you plan to teach at home and/or with supplemental tutelage. Homeschooling is independent, parent-directed, and parent-funded education. In homeschool, the parent or guardian is responsible for the education of their child. They choose the subjects to be taught (based on a child's age and ability) as well as the curriculum and methods of teaching, plan the schedule, and teach or facilitate instruction. You may also get an educational consultant to help you assess and plan what's best for your unique teenager :)

Submit the Individualized Home Instruction Plan (IHIP) [See [Commissioner's Regulation Part 100.10](#)]. Part 100.10 provides families four weeks after submission of a Letter of Intent (August 15, for Letters of Intent due on July 1) to submit the completed IHIP form.

3. You must submit quarterly reports once you're homeschooling Send all compliance items directly to [homeschool@schools.nyc.gov](mailto:homeschool@schools.nyc.gov).

- November 15: Submit Quarterly Report #1
- January 31: Submit Quarterly Report #2
- April 15: Submit Quarterly Report #3
- June 30: Submit Quarterly Report #4 and Annual Assessment.

\*Note: **The Annual Assessment was waived for 2020, but check with the homeschool office for 2021!**

**LINKS TO FORMS** (it says which form it is in the link itself):

<https://www.schools.nyc.gov/docs/default-source/default-document-library/individualized-home-instruction-plan-ihip-grades-9-12>

<https://www.schools.nyc.gov/docs/default-source/default-document-library/home-schooling-quarterly-report-2019-2020>

<https://www.schools.nyc.gov/docs/default-source/default-document-library/home-school-attendance-calendar-2019-2020>

### **What if I no longer home school my children?**

If you are no longer a New York City homeschooling family, email [homeschool@schools.nyc.gov](mailto:homeschool@schools.nyc.gov) and provide a brief description of the circumstances, which may include the following:

- If your child has completed homeschooling for the school year during which they turn 17 years old, your child is beyond compulsory age and may be discharged;
- If your child has transferred to a private, parochial, or non-public school and you still reside in New York City;
- If you have permanently moved outside of New York City or the United States, and do not plan to return to New York City they are able to discharge your child; or
- If your child has passed the TASC (formerly GED) assessment they may discharge your child.

## **THE PATH TO GRADUATION: UNDERSTANDING HIGH SCHOOL REQUIREMENTS IN SHORT**

One of the most confusing aspects homeschooling parents face as administrators is figuring out how to calculate the state-required units. We can help you with this, but below you'll find a guide. When you're calculating the hours of homeschooling, be sure to include all at-home study, all tutelage (individual or group), and all individually-ordered coursework (like if your teen studies dance at studio, which would fulfill a Physical education requirement).

Okay, let's begin! The Department of Education counts "units" but it's easier to think of it in hours.

\*A *unit* means 6,480 minutes of DOE-required instruction per school year.

This amounts to 108 hours *per year* (*total of fall, spring, and summer hours is one school year*).

A New York student must do 108 hours of schooling each year.

What courses are required? Well, that is not measured per year, but in "units" over the entire course of four years of high school. And, again, think in terms of hours. For example, to get enough hours done of English over all four years of high school, a student must take 432 hours of different English classes.

**The units required by the DOE are here below, and remember they are cumulative hours over all four years -- grades 9 through 12.**

- English (four units) = 432 hours total across grades 9-12
- Social studies (four units) = 432 hours, and must be made up of a mix of American history, Global history, Geography (108 hours), participation in government (54 hours), and economics (54 hours)
- Mathematics (three units) = 324 hours
- Science (three units) = 324 hours, including Life Science, Physical Science & Adv Life or Physical science
- World languages (one unit) = 108 hours
- Art and/or music (one unit) = 108 hours
- Health education (one-half unit) = 54 hours
- Physical education (two units = 108 hours)
- Three units of electives (three units) = 324 hours

Education Law, sections 801, 804, 806 and 808, also require the following:

- patriotism and citizenship;
- health education regarding alcohol, drug and tobacco misuse;
- highway safety and traffic regulations, including bicycle safety;
- fire and arson prevention and safety.

## **SPRINGBOARD: ABOUT COURSEWORK THROUGH THE MATCHING SERVICE**

In addition to what you teach at home, you need to understand how to integrate and count any coursework done with tutors, in groups, and at whatever various programs your teen currently attends.

The courses offered by the instructors in the Springboard matching service (aka SOME) last 1.5 hours each, and are taught over 16 week semesters. This assumes that a "SOME" student will do an additional 20 hours per course at home under guided study/research work.

**Therefore, each "SOME" course meets 35 hours (in group) + 20 hours (at-home) in any semester. The courses are longer than in public school, so they do not need to be offered several days a week. One class once per week for a very focused 1.5 hours, and we hold that they actually learn and retain more.**

Now, how does it add up hours wise? For example, if your teen takes a Math group course with Janhavi as tutor during fall, they would get credits for 55 hours for Math for that semester. If they exclusively study through the matching service over a few semesters, a teen would have to take *four* Math classes in order to fulfill all Math requirements for high school.  $55 \times 4 = 220$  hours. Note above that 216 hours is required to graduate high school according to the DOE.

Parent-Guardians need to carefully count hours and record them properly in order to do the expected job as administrator. But, don't feel overwhelmed. Ask for a consult and we can guide you.

**Extremely important: you should always list the instructor of the course, not Springboard or "SOME" as neither are teaching entities! Springboard is a company. SOME is the parent pod. Only the instructor-tutor should be listed since that is who is teaching, hired by you, or you will be misinforming on your report to the DOE.**

Examples of courses through the matching service that help you fulfill unit requirements are below.

Note, however, that Springboard can only bring to your group courses that are available by individual and independent tutors - we do not create these courses. We vet them to ensure they are fantastic quality, but we cannot guarantee which courses will be available in any given year.

Also note, you should check with your homeschool rep for approval of the more creative courses, as certain courses like computer science will need approval to fit into a category.

English:

Roots, Writing Skillz, VOL, Killa Comp, Better Writing, HS Comp, any literature courses

Social Studies:

Civics, This Is America, Economics, Revolution, Going Global, Daytrippin', and numerous other offerings become available as enriched social studies (including Big Concepts 1, Big Concepts 2, Crazy Ancients, etc.)

Math:

Math Fundamentals, Algebra 1, Algebra 2, The Other Maths, Geometry, Pre-Calculus

Science:

H.S. Science and additional science classes in Chemistry, Physics, the medical sciences and the "ologies" like Psyched, Critical Thinking, Anatomy & Physiology, Astronomy plus computer science classes can be approved too, like Python.

Art/Music:

Pics n Vids, Drawing & Collage, Improv, Film, Mandarin/Calligraphy, Music Engineering, Art History, etc.

World Languages:

We regularly find tutors for Spanish, French and Mandarin.

Health Education & Phys Ed:

Yoga, World Dance, Eastern Wellbeing, TaiChi -- these vary per semester offerings

*\*As you enroll your teen, at the start of the semester, check the Community Hub and course descriptions for any textbooks utilized in the course to help you with your reporting. Utilize the course descriptions to fill out your IHIP. Also, we aim to gather from the instructors and provide to you an assessment at the end of the semester for each course taken (we cannot guarantee this but 99% of the times the instructors send these to us so we can assemble them for you). If provided, it will help you with your reporting, but it is up to you to regularly monitor your teen's studies and progress throughout the semester. You have 24/7 access to tools (the Parent Hub, the Community Hub, the Universal Homework Document, and other means) by which you must administrate over your teen's learning. You can also review their notebook as they keep them after a course.*