

Sample from the Clark Family

SAMPLE

Your Name  
Address  
Address  
July 1, 2008

Mr. ?  
Assistant Superintendent of Schools  
9 Thompson Street  
Port Jervis, NY 12771

Dear Mr. ?:

This letter is to inform you that I intend to homeschool my son/daughter  
\_\_\_\_ Name \_\_\_\_ (D.O.B. \_\_\_\_\_). She was homeschooled for \_\_\_\_ grade  
during the 2007-2008 school year, and will be in the \_\_\_\_\_ grade during the 2008-2009  
school year.

Thank you for your attention in this matter.

Sincerely,

Your name

# SAMPLE

## INDIVIDUAL HOME INSTRUCTION PLAN

FOR

\_\_\_\_\_  
Name

AGE \_\_\_\_ (D.O.B. \_\_\_\_)

\_\_\_\_ GRADE

I use the subjects in order as they appear on the HSLDA Required Subject Summary:

“(grades K through 12): patriotism and citizenship, about substance abuse, traffic safety, fire safety; (grades 1 through 6): arithmetic, reading, spelling, writing, English, geography, United States history, science, health, music, visual arts, and physical education; (grades 7 and 8): English, history and geography, science, mathematics, physical education, health, art, music, practical arts, and library skills; (at least once in first 8 grades): United States and New York history and constitutions; (grades 9 through 12): English, social studies—including American history, participation in government, and economics—math, science, art or music, health, physical education, and electives. “

For Example Sarah's entering 7<sup>th</sup> grade, so her IHIP reads:

English – then list the book title and possible a “brief” description

History and Geography -

Science -

Mathematics -

Physical education -

Health -

Art -

Music -

Practical Arts -

Library Skills -

This doesn't have to be long, mine is usually only 1 page. I have several books that I use for English such as one for spelling, one for grammar, one for reading/phonics – so it takes a few lines to list them all and what they are for. For the most part all I do is list something like:

MATH - Saxon 87 Math Textbook and Test Book (That is my actual line for math.)

This page accompanies the IHIP form from the school district which is where I list the dates for the Quarterly reports, and when the SAT' will be given and so on...

---

N.Y. Comp. Codes R. & Regs. tit. 8, § 100.10.

B. “subsequently, fill out an Individualized Home Instruction Plan (IHIP) form by August 15 or within four weeks of the receipt of the IHIP form from the school district (whichever is later), containing (1) the child’s name, age, and grade level; (2) a list of the syllabi, curriculum materials, textbooks, *or* a plan of instruction; (3) dates for submission of quarterly reports; and (d) name of the persons giving instruction. “

# SAMPLE

**Child's Name**

**Address**

**Address**

**1<sup>st</sup> or 2<sup>nd</sup> or 3<sup>rd</sup> or 4<sup>th</sup> \_\_\_\_\_ GRADE**  
**QUARTERLY REPORT**  
**DUE \_\_\_\_\_**

SEP: 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27 & 28

OCT: 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 25, 25, 26, 29, 30 & 31

NOV: 1 & 2

TOTAL: 44 Days (this quarter)

GRAND TOTAL FOR YEAR: *need to get to 180 by June*

Then I copy, cut and paste the exact list from the IHIP and fill in what they covered in those books I listed. I also state that we are  $\frac{1}{4}$  or  $\frac{1}{2}$  done with the book depending. If I have an actual grade for the class such as math, I simply do a reminder of the book that was used for the quarter, the amount done and the grade.

Such as:

MATH – Sarah has been using the Saxon 76 Math Textbook and Test Book. She has completed 30 out of 140 lessons, which is about  $\frac{1}{4}$  of the book and has taken 5 tests. Her average for the quarter is 93%.

That's it.

Repeat for each subject. If no grade then simply state doing well in this subject or struggling with this subject and we are going to try something else... Be honest, remember these are your records too.

---

N.Y. Comp. Codes R. & Regs. tit. 8, § 100.10.

**c.** maintain records of attendance (180 days). Only required to be submitted upon request of the superintendent. *(I do it all the time in place of number of hours)*

**d.** file quarterly reports giving (1) the number of hours of instruction during quarter, (2) a description of the material covered in each subject, and (3) a grade or narrative evaluation in each subject (the superintendent has no authority to judge the adequacy of these reports); and