



Office of the Superintendent

100 Park Central Plaza, Suite 300
Manassas Park, VA 20111-2395
703-335-8850
703-361-4583 - Fax

Home Instruction Information Letter

Dear Parent(s) or Guardian(s):

The purpose of this letter is to acquaint you with information and the required forms for home instruction. We have included an information packet that you should keep for reference during the school year that you provide home instruction.

This packet includes the following three forms:

1. A **Notice of Intent to Provide Home Instruction for the upcoming school year** form is included. Parents electing to provide home instruction are required to provide **annual** notice no later than August 15 of each year. Alternate written notification may be utilized.
2. The **Home Instruction Description of Curriculum: List of Subjects to be Studied** form is provided for your convenience. Any other written format may also be used.
3. Finally, it is requested that the **Notice of Intent to Discontinue Home Instruction** form or alternate written notification be submitted to the Office of Literacy, Federal Programs, & ESL.
4. Parents must comply with immunizations requirements provided in §32.1-46 only if child(ren) will be attending a Manassas Park City school on a part-time basis per §22.1-271.4.

According to Section §22.1-254.1 of the *Code of Virginia*, a parent providing home instruction to his/her child(ren) is required to submit evidence of academic achievement to the division superintendent by **August 1** following the school year in which the child has received home instruction. Parents may opt for standardized testing or private evaluations at their own expense or submit a student portfolio of work completed which will be forwarded to the Office of the Superintendent. Additional information about evidence of educational achievement is found in § [22.1-254.1](#) of the *Code of Virginia*.

Please submit all materials as a complete packet to the Mr. Eric Neff, Executive Director of Student Services and Operations, Manassas Park City Schools, 100 Park Central Plaza, Suite 300, Manassas Park, Virginia 20111, or FAX to 703-361-4583 **by August 15**. Should you have any questions about home schooling, please feel free to contact me at 703-335-8850.

Sincerely,

Eric Neff

Executive Director of Student Services and Operations

Enclosures