

Notice of Intent To Provide Home Instruction*

I am providing notice of my intention to provide home instruction for the child(ren) listed below as provided by § [22.1-254.1](#) of the *Code of Virginia*, in lieu of having them attend school for the **2023-2024** school year.

Name(s) of Child(ren)	Date of Birth	Grade

I wish to be recognized as eligible to provide home instruction by selection the option indicated below (Check one below):

I have a high school diploma or a higher equivalent. (Attach a copy of the documentation that shows this.)

I have the qualifications prescribed by the Virginia Board of Education for a teacher. (Attach a copy of a teaching license or a statement to this effect from the Virginia Department of Education.)

I have provided a program of study or curriculum which is to be delivered through a correspondence course or distance learning program or in some other manner. (Attach a notice of acceptance or other evidence of enrollment showing the name and address of the school and a list of subject to be studied for the coming school year if the child is enrolled in a correspondence course or distance learning program. If you choose to provide a program of study or curriculum in some other manner as specified in the *Code*, a list of subjects to be studied for the coming school year must be submitted to the school division.)

I have attached to this notice a statement which describes why I am able to provide an adequate education for my child(ren). (Please contact Manassas Park City Schools to determine these requirements.)

As prescribed in § [22.1-254.1](#) of the *Code of Virginia*, I have included or will provide the school division with a description of the curriculum, limited to a list of subjects to be studied during the coming school year, and evidence of having met one of the above criteria along with this Notice by **August 15** of each year. If I begin home instruction after the school year has started, I will submit this Notice as soon as practicable and comply with the other requirements within **30 days** of this Notice to the school division. I understand that by **August 1** following this school year, I must provide evidence of educational achievement as prescribed in § [22.1-254.1](#) of the *Code of Virginia*, which defines the requirements for home instruction.

I hereby certify that I am the parent or guardian of the child(ren) listed above.

Name of Parent/Guardian: Phone #

Address:

Signature of Parent/Guardian

Date

Course work completed while on home instruction will be evaluated by the individual school should the student return to Manassas Park City Schools. Students must earn both standard and verified units of credit in order to earn a Standard or Advanced Studies Diploma from Manassas Park City Schools.

Please submit all materials as a completed packet no later than August 15 to:

Mr. Eric Neff, Executive Director or Student Services and Operations - Manassas Park City Schools - 100 Park Central Plaza, Suite 300, Manassas Park, VA 20111-2395 or Fax to (703) 361-4583 or e-mail to eric.neff@mpark.net

* This form is provided for the convenience of parents. An alternate form of written notification may also be utilized.