















Office of Home Schooling - Information for Parents - School Year 2021-22	
Question	QR Code
<p>How do I register for home schooling?</p> <ul style="list-style-type: none"> <li>If you plan to continue home schooling or need to register new students to home schooling, fill out the 2021-22 Letter of Intent (LOI) found in the Documents section of our webpage and email the completed form to <a href="mailto:LetterofIntent@schools.nyc.gov">LetterofIntent@schools.nyc.gov</a>. A Letter of Intent is required for each year a student is home schooled.</li> </ul> <p><i>Click on QR Code on the right for an LOI Template</i></p>	
<p>How do I obtain forms, templates, or get more information?</p> <ul style="list-style-type: none"> <li>To download a copy of <b>Part 100.10, Q&amp;A and forms</b>, go to the Documents section of our <a href="#">webpage</a>. All forms are fillable PDF, including the Individualized Home Instruction Plan (IHIP), quarterly report, and Annual Assessment forms.</li> <li>To submit a form, document, or assessment, send an email to <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a>. IHIP submissions will receive a Letter of Compliance when approved.</li> <li>To arrange for a call back for individual questions, email <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a>; include parent and child name, phone, and best time to call</li> </ul> <p><i>Click on QR Code on the right for a link to the NYC DOE Home School web page</i></p>	
<p>Where can I find curriculum resources?</p> <ul style="list-style-type: none"> <li>The <a href="#">New York State Education Department (NYSED)</a> sets student learning standards and does not require the use of a specific curriculum.</li> <li>NYSED Part 100.10 (e) specifies required subjects in grades 1-6, 7-8, and 9-12. There are no State required courses for students in kindergarten or pre-K grades.</li> </ul> <p><i>Click on QR Code on the right for a link to NYSED Part 100.10 regulations</i></p>	
<p>How do I obtain a MetroCard?</p> <ul style="list-style-type: none"> <li>A MetroCard will be mailed to the address we have on file once your IHIP is determined to be in compliance with Part 100.10. Students in compliance and who remain on the roster will receive a second Metrocard for the spring semester.</li> <li>To replace a lost, missing, or stolen MetroCard, email <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a>; include parent and child name, home address (with apartment number), MetroCard batch number (if available) along with telephone number. Please allow up to two weeks for a replacement MetroCard to arrive.</li> </ul> <p><i>Click on QR Code to your right to send an email to this office</i></p>	
<p>How do I access or correct student/family information?</p> <ul style="list-style-type: none"> <li>To obtain a student ID number or a myStudent creation code, email <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a>; include parent and child name. To update address or parent information, email updated address and/or contact information.</li> <li>To correct an incorrect grade placement, email <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a>; include parent and child name and justification for a change of grade placement.</li> </ul> <p><i>Click on QR Code to your right to send an email to this office</i></p>	
<p>How do I register for a New York State assessment?</p> <ul style="list-style-type: none"> <li>Contact your <a href="#">local school</a> to register for NYS 3 – 8 or Regents examinations.</li> </ul> <p><i>Click on the QR Code to your right to find a public school near you</i></p>	
<p>How do I register for the PSAT or SAT examination?</p> <ul style="list-style-type: none"> <li>Contact the College Board directly <a href="https://www.collegeboard.org/">https://www.collegeboard.org/</a></li> </ul> <p><i>Click on the QR Code to your right to visit the College Board web site</i></p>	
<p>How do I submit an annual assessment (approved in NYSED CR Part 100.10)?</p> <ul style="list-style-type: none"> <li>Send a copy of the exam (approved by NYSED for annual assessment) you want to add to a student's record to <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a>. Be sure the student's name and score is visible.</li> </ul>	
<p>How do I request special education services?</p> <ul style="list-style-type: none"> <li>Special education services for home schooled students are provided through your local Committee on Special Education (CSE). <a href="https://www.schools.nyc.gov/learning/special-education/help/committees-on-special-education">https://www.schools.nyc.gov/learning/special-education/help/committees-on-special-education</a></li> </ul> <p><i>Click on QR Code to your right to locate the nearest CSE</i></p>	

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<p>How do I obtain student working papers?</p> <ul style="list-style-type: none"> <li>Complete the (fillable) <a href="#">AT-17 Application for Employment Certificate</a> and email to <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a> with Section 1 completed and signed by a parent, along with a New York State doctor's note or certificate of physical fitness. <i>Click on QR Code to your right to download the AT-17 form</i></li> </ul>	
<p>How do I request an Enrollment Verification Letter?</p> <ul style="list-style-type: none"> <li>Email <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a> with student name and requesting agency (including Housing, HRA, or Social Security). <i>Please note the enrollment letter does not indicate you are in compliance with Part 100.10 and does not replace the Letter of Compliance.</i></li> </ul>	
<p>How do I obtain a Child Performer form?</p> <ul style="list-style-type: none"> <li>The <a href="#">Child Performer School Form LS 560</a> is available on the NYS Department of Labor web page. Send the completed form to <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a> <i>Click on the QR Code to your right to download the LS-560 form</i></li> </ul>	
<p>How do I obtain a Social Security Form SSA 1372-BK?</p> <ul style="list-style-type: none"> <li>The <a href="#">Social Security Advance Notice of Termination of Child's Benefits SSA-1372-BK</a> form is required for a student to continue benefits after they turn age 18. Complete pages 1 and 2 and email the form to <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a>. <i>Click on the QR Code to your right to download the SSA-1372BK form</i></li> </ul>	
<p>How do I apply to public elementary, middle, or high school?</p> <ul style="list-style-type: none"> <li>Families can use <a href="#">mySchools</a> to apply to public schools from 3-K to high school, as well as apply to sit for the Specialized High Schools Admissions Test (SHSAT). To obtain an Account Creation Code, email <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a></li> <li>You may return your child(ren) to the New York City public school system at any time. Reach out to a <a href="#">Family Welcome Center</a> for assistance and information on placement options. <i>Click on the QR Code to your right to locate the nearest Family Welcome Center</i></li> </ul>	
<p>How do I request discharge of a student from the New York City school system?</p> <ul style="list-style-type: none"> <li>To discharge a student who is beyond compulsory age or has passed the TASC exam, email <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a>; include parent and student name and either confirmation that the student has completed home schooling or the TASC exam results.</li> <li>For a permanent move <b>outside</b> of New York City, send an email that provides your street address, along with <b>either</b> confirmation of enrollment for your children in a school (including effective date) OR confirmation of registration for home schooling at your new address.</li> <li>To discharge a student to a private or parochial school and still reside in NYC, email proof of enrollment (with effective date) for your child(ren) in a school located <b>within</b> New York City.</li> </ul>	
<p>How do I go to college after completion of home schooling?</p> <ul style="list-style-type: none"> <li>Parents of 12th grade students may request a finishing letter or a midyear report. Send an email with student name to William Harrington <a href="mailto:wharrin@schools.nyc.gov">wharrin@schools.nyc.gov</a></li> </ul>	
<p>How do I obtain an Age Eligibility Form for High School Equivalency (HSE) testing?</p> <ul style="list-style-type: none"> <li>The <a href="#">Age Eligibility form</a> is used to verify eligibility to sit for the GED. Students in NYC must be at least 17 years old to sit for the TASC. Email the completed form to <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a> <i>Click on QR Code to your right to download the Age Eligibility form</i></li> </ul>	
<p>How do I complete the Application for Regents HSE Exam Pathway?</p> <ul style="list-style-type: none"> <li>Use the R Application form to use Regents examination scores for New York State High School Equivalency Credit on the GED exam. Email the completed form to <a href="mailto:homeschool@schools.nyc.gov">homeschool@schools.nyc.gov</a> <i>Click on QR Code to your right to download the R Application form</i></li> </ul>	