

School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark W. Mullins, Ed.D., Superintendent



February 8, 2021

MEMORANDUM

TO: All Principals

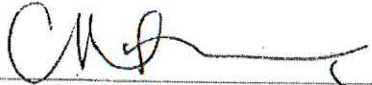
FROM: Sherri L. Bowman, Director
Secondary Leading & Learning, Ext. 11310
Patricia Fontan, Ed.D., Director
Administrative Support Services, Ext. 11505


RE: Procedures and Checklist for Students Withdrawing to Home Education

In recent weeks, we have seen an influx of parents/guardians choosing home education as an option for their student. Home Education is a parent-driven educational option that satisfies the requirement for regular school attendance. In following Florida State Statute 1002.41, a parent who establishes a home education program must:

- Send a written notice of intent to the school district superintendent or his/her designee
- Maintain a portfolio of education records
- Make the portfolio available for inspections upon a 15-day written notice
- Provide an annual educational evaluation
- Preserve each student's portfolio for two years
- Submit an annual evaluation to the Home Education office to maintain compliance in the program
- Submit a letter of termination upon completion of the home education program, enrollment in a public or private school, or moving from the district.

In an effort to ensure that Brevard Public Schools is within compliance of F.S. 1002.41, a home education packet has been developed for schools. This packet will contain all information needed for a student to withdraw from Brevard Public Schools and register with the BPS Home Education Department. Please note that as a part of the required paperwork, a checklist for schools to follow has also been added for consistency across the entire district. This checklist and Exit Conference should be completed by a School Counselor or designee to ensure the parent/guardian is aware of the requirements and/or restrictions as a result of his/her student attending a home education program. The checklist should be retained in the cumulative folder for documentation. For additional information on Brevard Public Schools policy on Home Education, please see [Board Policy 927J](#).

Approved: 
Christine Moore, Assistant Superintendent
Student Services

Approved: 
Dr. Stephanie Soliven, Assistant Superintendent
Secondary Leading & Learning

jaj-r

Attachments

Checklist for School Counselors/Registrars/Clerks
Exit Conference Form
Notice of Intent

pc: Mollie Vega
Lena Wiebelt
Kristin Kohler

Sherri L. Bowman, Director
Secondary Leading & Learning
Phone: (321) 633-1000, ext. 11310 • FAX: (321) 633-3520



WITHDRAWAL FROM SCHOOL TO ENTER HOME EDUCATION

Checklist for School Counselor/Registrar/Clerk

If a parent/guardian is withdrawing a student from a Brevard Public School to enter home education, please use the following guidelines:

School Counselor/Designee must meet with the parent/guardian to complete an Exit Conference. A copy of the Exit Conference form must be placed in the student's cumulative folder and an additional copy given to parent/guardian.

Legal parent/guardian must complete and sign (in blue ink) the Home Education Notice of Intent form, along with all school withdrawal forms. Once forms are completed, schools will then enter W02 as the withdrawal code. Please keep a copy of the Notice of Intent form for your records.

Schools shall send the original Home Education Notice of Intent to the Home Education office at ESF via courier. **Please do not fax or scan.**

Once the Home Education office receives the Notice of Intent, a Home Education Program Verification Letter will be mailed to the parent/guardian's home address. This process can take 7-10 business days. The withdrawal code will be changed to W24 once the Notice of Intent has been processed by the Home Education office.

Parents should be made aware of the Home Education Resource page on the BPS website for any additional information or questions concerning home education.



EXIT CONFERENCE

Transitioning from Brevard Public Schools to Home Education

Student Name: _____ Student Number: _____ Date: _____

School: _____ Grade: _____

Parent/Guardian must initial items to certify that statements were addressed by a school official.

- The parent who assumes responsibility for educating a child at home also has the responsibility for providing curriculum, educational materials, and evaluations necessary to determine student progress. The school system does not supply texts, curriculum guides, or educational standards for the home-educated student. Parent driven curriculum may be an online curriculum such as Florida Virtual School or Brevard Virtual School.
- The parent must maintain a portfolio of educational records for 2 years.
- The parent must submit an annual evaluation of the child's educational progress to the Office of Home Education for Brevard County Schools.
- No high school diplomas are earned or issued through the Home Education Program.
- Students referred for truancy will be monitored by the Office of Home Education. Parents must submit a portfolio of educational record in 30 calendar days of initial enrollment.
- Re-enrollment to Brevard Public Schools will require a review of the Home Education portfolio and/or transcript to determine appropriate grade level placement and/or transfer of credits.
- The parent/guardian understands the services provided to students with disabilities in Home Education.
- The parent/guardian understands that Home Education/Dual Enrollment maintains a different articulation agreement than the Brevard Public Schools/Dual Enrollment articulation agreement.
- The parent/guardian understands that to be eligible for the Bright Futures Scholarship, the student must adhere to the eligibility requirements set forth in the "Bright Futures Student Handbook" for home educated students. The parent/guardian also understands that students participating in a home education program must be registered with the district as a home education student for the current and prior academic year as a part of the eligibility requirements.
- Brevard Schools Home Education Website: <https://www.brevardschools.org/site/Default.aspx?PageID=4937>
- Brevard School Home Education Email Address: HomeEducation@brevardschools.org

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

School Official Name: _____

School Official Signature: _____ Date: _____



Brevard Public Schools Home Education Notice of Intent

In accordance with Florida Statute 1002.41, it is my intent to establish and maintain a home education program. As the custodial parent or legal guardian, it is my responsibility to select the curriculum to be used to educate my child.

PLEASE PRINT the name of your child that you are enrolling in your home education program.

First Name

Last Name

Date of Birth

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Student ID#

Official Use Only

- The date the Home Education Office receives the Notice of Intent will act as the start date.
- Parent/guardian is responsible to provide the Home Education office with any address changes.
- Annual evaluations are **required**.
- The enrolling parent is the **only** person who can terminate home education.

PLEASE PRINT

Parent/Legal Guardian Name(s): _____

Email Address: _____

Home Address (No P.O. Boxes): _____

Number and Street Name

City

Zip Code

Mailing Address: _____

(**Must be** Brevard County and **only** if different than home address)

City

Zip Code

Home Phone (____) _____ Cell Phone (____) _____

DATE _____

Signature of Parent/Legal Guardian Please use **BLUE ink**.

PLEASE NOTE: Forms must be mailed or hand delivered. FAXED OR EMAILED FORMS CANNOT BE PROCESSED. Processing of this form is a minimum of 1-2 days after receipt. It may take as long as 10 business days before you receive the verification letter through the mail, once you have mailed or delivered the form to the address below. Verification letters **cannot** be picked up.

Return completed form to the following: Home Education Office (ESF – Pod 4)
2700 Judge Fran Jamieson Way
Viera, FL 32940-6699