



OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
ILION CENTRAL SCHOOL DISTRICT  
ILION, NEW YORK

**IMPORTANT INFORMATION FOR 2011-2012**

**PAPERWORK REMINDERS AND DEADLINES**

- **You are responsible for keeping copies of ALL paperwork sent to this office.**
- *Letters of Intent* are due on July 1, 2012 or as soon after as possible.
- *Individualized Home Instruction Plans (IHIP)* are due 4 weeks after receiving forms.
- *Quarterly Reports* are due on the dates stated on the *IHIP*.
- *Year-End Assessments* and *Standardized Test Results* are sent in with the fourth quarterly report or immediately after receiving the test results.
- If your paperwork will be late, call (315) 894-9934 or email me at [ctangorra@ilioncsd.org](mailto:ctangorra@ilioncsd.org).

**MAILING/E-MAILING REPORTS**

- All paperwork can be sent by email, mail or hand delivered. Please try to send all documentation via email. It will save you postage and paper, and it will make the review process go more smoothly.
- I prefer that you email the *Letter of Intent*, *IHIP*, *Quarterly Reports*, and *Year-End Narrative Assessments*, and I will confirm receipt via email. Please try to put documents in MS Word, pdf, or other compatible file format.
- I will send you an email response as soon as I have read your report, usually within a week to 10 days. Until you receive that, do not assume that we have received your report. If you don't receive an email confirmation within two weeks, either email it again, or call. If you wish a written record stating that we have received your report, please print out the email confirming that I have received it.

**AGE REQUIREMENTS**

- If your child is 6 years old on or before Dec. 1, 2011, you must register him/her with Home Instruction. You may use either a Kindergarten or First Grade Curriculum.
- If your child is 16 years old on or after July 1, 2011 you must register him/her with Home Instruction for the entire 2011-2012 school year.

**GRADUATING FROM HOME INSTRUCTION**

Once your child turns 16 and completes that year of schooling, it is your choice to submit paperwork or not, even if he/she continues with home instruction. **However, be aware that if sometime in the future you request a Superintendent's Letter of Equivalency for college, OR dual-credit at a community college such as HCCC, or for Tuition Assistance Program applications, we will need to have complete documentation for**



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**all four years of high school: four IHIPs, all quarterly reports, and four standardized tests.**

**SUPERINTENDENT'S LETTER OF EQUIVALENCY**

If you wish your child to receive a *Superintendent's Letter of Equivalency*, contact me early in the spring of your child's last year of high school. We will review the file to ensure that all requirements have been met.

**MEETING THE NEEDS OF CHILDREN WITH DISABILITIES**

- If your child has an **IEP** (*Individualized Education Plan*) written by the Committee on Special Education, send a copy for the file.
- Parents of students with disabilities may utilize district resources.
- If at any time, you would like your child assessed by the Committee on Special Education, contact me.

**YEAR-END TESTING- NARRATIVE ASSESSMENT AND STANDARDIZED**

- Children in grades K-3 do not need standardized tests. You or someone you designate may write a 'Year-End Narrative Assessment' instead.
- Children in grades 4-8 must take standardized tests at least every other year (or every year if you wish.) On alternate years, you may write a narrative assessment. If you choose to a narrative for grade 4, then you must give a standardized test for grade 5.
- Children in grades 4-8, may be able to test in their neighborhood school. Contact the school in the fall for tests in Math and English Language Arts.
- Once testing has occurred, send in OFFICIAL TEST RESULTS as soon as possible. Only the official results that are sent from the testing service will be accepted as evidence of testing.
- New York State Home Instruction Law requires that students in grades 9-12 be tested every year. It is recommended that a New York State certified teacher administer the test, although the parent may do so. You are responsible for buying and giving the test. Allow ample time for ordering and shipping. You may want to also do an Internet search for other sources.
- Students in grades 10 or 11 can take the PSAT in October. (Sign up with your child's school guidance counselor). Students in grades 11-12 may also take ACT ([www.act.org](http://www.act.org)) or SAT or SAT II from College Board ([www.collegeboard.com](http://www.collegeboard.com)).
- 12<sup>th</sup> grade students may also use any college placement test that is given by a college or university.
- *Year-End Narrative Assessment* may be written by a certified teacher, a home instruction peer review panel, or the person in charge of the home instruction.



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- The *Year-End Narrative Assessment* is generally a one-page overview of the student's learning. We recommend that you look over samples of work your child has done for the year before beginning to write. The Assessment should focus on the growth and achievements over the year in all content areas.
- At the top, please list your child's name, grade and birth date as well as school district. Include your name and contact information (and the name of the person writing the assessment, if it's not you.)
- List the high points or areas of strength in each of the content areas.
- List those areas that need improvement or weaknesses that could be addressed in next year's *Individualized Home Instruction Plan*.
- Write a paragraph identifying whether the work accomplished was adequate or inadequate to be promoted to the next grade.

#### RESOURCES

- **National Home Education Network:** [www.nhen.org](http://www.nhen.org)
- **American Homeschool Association:** [www.americanhomeschoolassociation.org](http://www.americanhomeschoolassociation.org)
- **GED preparation** <http://litlink.ket.org>
- **New York State Education Department:** <http://www.emsc.nysed.gov>  
-For the latest information on guidelines for students headed to a two or four year college: [www.emsc.nysed.gov/deputy/Document/homeinstruct.html](http://www.emsc.nysed.gov/deputy/Document/homeinstruct.html)
- **Cooperative Extension:** information about 4-H and other groups who have resources specifically for Home Instructed Students
- **Federal Resources for Education Excellence (FREE)** FREE resources ranging from primary historical documents, lesson plans, science visualizations, math simulations and online challenges, paintings, photos, mapping tools, and more. This easily accessible information is provided by federal organizations and agencies such as the Library of Congress, National Archives, NEH, National Gallery of Art, National Park Service, Smithsonian, NSF, and NASA. (<http://www.free.ed.gov>)

#### PUBLISHERS OF CURRICULUM MATERIALS-

The following are suggestions only and are not recommendations.

- Alpha Omega Publications: [www.homeschooling.com](http://www.homeschooling.com), PO Box 3153, Tempe, AZ 85281
- American School 850 East 58<sup>th</sup> Street, Chicago, IL 60637, 1-800-531-9268
- Calvert School 105 Tuscany Road, Baltimore, MD 21210
- Christian Liberty Academy, 502 W. Euclid Ave, Arlington Heights, IL 60004
- Christian Light Publ. Inc., P.O. Box 1126, Harrisonburg, VA 22801-1126
- Clonlara School, 1289 Jewett, Ann Arbor, MI 48104
- Hewitt Research Foundation, PO Box 9, Washougal, WA 98671



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- Holt Associates, 2269 Massachusetts Ave., Cambridge, MA 02140
- Home Centered Learning, PO Box 92, Escondido, CA 92025
- Home Education Press, PO Box 1083, Tonasket, WA 98855
- Home Run Enterprises, 12531 Aristocrat Avenue, Garden Grove, CA 92641
- Home Study International, 12501 Old Columbia Pike, Silver Spring, MD 20904
- ICS Newport /Pacific HS Oak Street & Pawnee Ave., Scranton, PA 18515
- KONOS, PO Box 1534, Richardson, TX75083
- McGuffey Academy, 100 East Huron Street, Milford, MI 48042
- Oak Meadow, PO Box 712, Blacksburg, VA 24063
- Reading Ark, 1331 Clover Lane, Feasterville, PA 19074
- Seton School, PO Box 396, Front Royal, VA 22630
- The Sycamore Tree, Inc. 2179 Meyer Place, Costa Mesa, CA 92627

**There are many resources on the Internet, please make sure they are accredited. It is your responsibility to review and approve any and all resources you choose to use.**

**OTHER COMMONLY USED RESOURCES**

- Key Curriculum Press, 1-800-995 Math, [www.keypress.com](http://www.keypress.com)
- Addison Wesley, [www.aw.com](http://www.aw.com)
- Saxon Publishers, [www.saxonpub.com](http://www.saxonpub.com), [www.saxonpub.com/order/home-order.html](http://www.saxonpub.com/order/home-order.html)
- The Concerned Group, Inc. <http://www.areasonfor.com/HomeSchool/>
- Common Sense Press-Learning Language Arts Through Literature  
8786 Highway 21, Melrose, FL. 32666, 352-475-5757,  
[www.commonensepress.com](http://www.commonensepress.com)
- Everyday Mathematics K-6, Wright Group, McGraw Hill, [www.wrightgroup.com](http://www.wrightgroup.com)
- <http://vesid32.nysed.gov/specialed/>