



# Home Instruction (Home Schooling) Notification Form

Department of Student Services  
Home Instruction Office  
33 Thomas Johnson Drive Frederick  
MD 21702  
PHONE: 301-644-4000  
FAX: 301-644-5246  
EMAIL: [homeinstruction@fcps.org](mailto:homeinstruction@fcps.org)

**CONFIDENTIAL**

Frederick County Public Schools  
191 South East Street  
Frederick, Maryland 21701

Form #064-F02E  
February 2023

**This form must be completed by the parent or legal guardian and sent to the Home Instruction Office prior to starting home instruction.**

<b>PART A: Student/Parent/Guardian Information</b>			Date Home Schooling Will Begin (MM/DD/YYYY):        /        /	
Student Name (Last, First, Middle Initial)	Date of Birth	Gender	Grade Level	FCPS School Student Would Be Attending
		M   F		
		M   F		
		M   F		
Parent/Guardian: (Last, First, Middle Initial)			Email address	
Mr. / Mrs. / Ms.				
Street Address		City/Zip		Phone

<b>PART B: COMAR Regulations &amp; Standardized Testing</b>
1. I hereby CERTIFY that I have read and understand the requirements in <a href="#">COMAR Regulation</a> .
2. I want my child/children to participate in the standardized testing program. I will contact my districted school no later than two weeks prior to testing. The test dates are advertised in August on <a href="http://www.fcps.org">www.fcps.org</a> under <a href="#">Calendar</a> . My child/children will test following the school's testing schedule and in their age appropriate grade level.

<b>PART C: Program Supervision: Parents/Guardians Must Select Either 'A' or 'B'</b>
<p><b>OPTION A: FCPS Monitoring</b> I hereby AGREE that I will comply with COMAR 13A.10.01.01C, .01D and .01E and maintain a portfolio of materials which demonstrates that regular, thorough instruction is being provided. The portfolio will be reviewed by the local school system's personnel during the year at a mutually agreeable format, time and place.</p>
<p><b>OPTION B: Supervision by a MSDE Registered Non-Public School (Umbrella) <a href="#">MSDE Registered Programs</a></b> Parents will enroll their child/children in a program from the Registered Nonpublic Entities link above. The program you choose from the link above will provide verification of enrollment to FCPS Home Instruction Office. FCPS will not conduct portfolio reviews for parents teaching under this option.</p>
<i>Provide Name of Nonpublic Entity you chose from link/list above:</i>

<b>Parent/Guardian Signature:</b>	<b>Date:</b>