North Carolina

DNPE

Division of Non-Public Education

HomeSchool Guidebook

www.ncdnpe.org

NC★DOA
Department of Administration

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Homeschooling in North Carolina

The North Carolina compulsory school attendance law (Article 26, Chapter 115C) requires that parents and/or guardians, of children who are at least age 7 but not yet 16, ensure that their children attend school. Parents may use their discretion to select the educational environment to fulfill the compulsory school attendance law. Parents are legally allowed to home school their children as prescribed by G.S. 115C-563(a). G.S. 115C-563(a) defines a home school as "a nonpublic school consisting of the children of not more than two families or households, where the parents or legal guardians or members of either household determine the scope and sequence of academic instruction, provide academic instruction, and determine additional sources of academic instruction".

The entire statute can be reviewed by clicking the following link:
https://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter_115c/article_39.html

Parents who desire to home school their child or children must submit a Notice of Intent to Operate a Home School (NOI) to the North Carolina Division of Non-Public Education (DNPE). DNPE is authorized by state law to receive all home school notices of intent to begin initial operation and to terminate operation. DNPE is also authorized by state law to annually inspect the school's student attendance and nationally standardized achievement test records. Chief administrators of home schools may receive an invitation to meet with a DNPE representative outside the general home school for annual inspection of student records.

Home School Qualifications and Requirements

As prescribed in Article 39 of G.S. 115C, parents/guardians residing in North Carolina and desiring to home school their children who are at least age 7 but not yet age 16 must:

- Hold at least a high school diploma or its equivalent;
- Send to DNPE a Notice of Intent to Operate a Home School;
- Elect to operate under either Part 1 or Part 2 of Article 39 of the G.S. 115C as a religious or non-religious school;
- Operate the school on a regular schedule for at least nine calendar months, excluding reasonable holidays and vacations;
- Make and maintain the school disease immunization and annual attendance records for each student (see sample attendance record located in the Appendix);
- Have a nationally standardized achievement test administered annually to each student; and
- Notify DNPE when the school is no longer in operation.

Listing a Home School for Legal Recognition

Pursuant to G.S. 115C-552 and 115C-560, a Notice of Intent (NOI) to operate a new home school or a notice of termination of an existing home school must be provided to DNPE

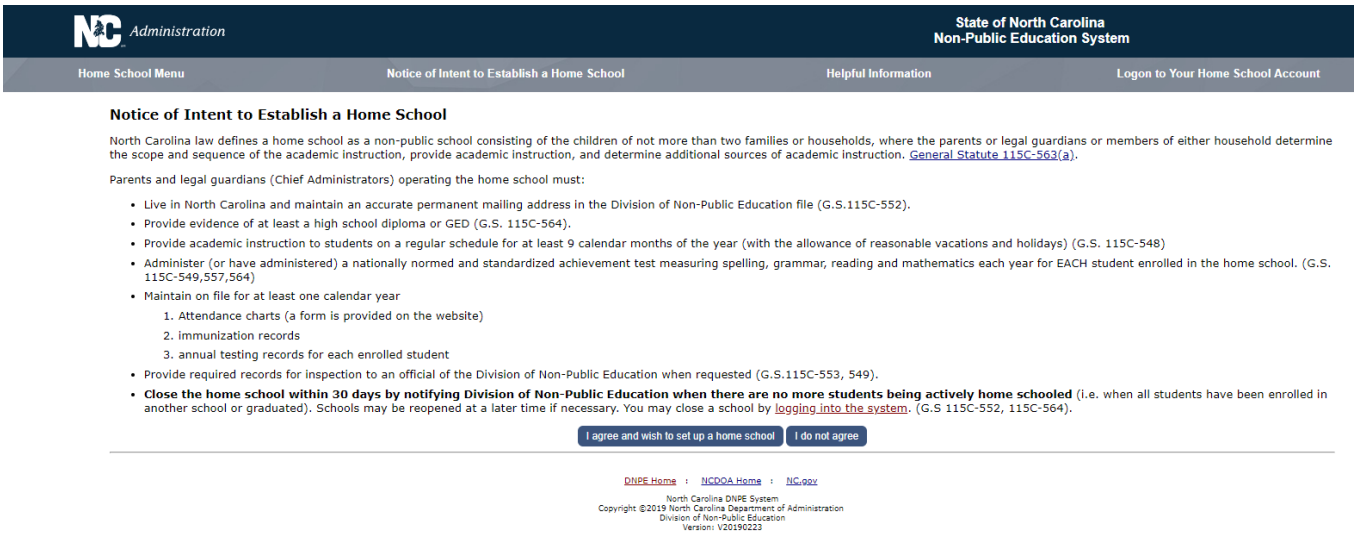
Notice of Intent to Operate a Home School may be submitted during the months of July through April each year, Monday – Friday 7AM – 7PM. NOI forms WILL NOT be accepted during May and June of each year. IF there are extenuating circumstances where a family feels that their only option is to withdraw their child (children) from their current school during the inactive period, a family may contact DNPE to request a NOI form.

Children between the ages of seven and 16 years of age are required to be enrolled in either public or non-public school. Those who anticipate forming a home school to educate a child when the child reaches seven years of age should submit the NOI before the child's 7th birthday. Please do not file a NOI if the only school-aged child will not turn age 7 in the current school year, since the compulsory school attendance laws would not yet be applicable. The notice must include the name and address of the school along with the name of the school's owner and chief administrator. The chief administrator is the parent or guardian who will have the responsibility of communicating with DNPE for school related issues.

There is a limit of one NOI per household (not per child). Therefore, it is NOT necessary for the chief administrator to file another NOI to add an additional student.

Submitting Notice of Intent (NOI) to Operate a Home School

A "NEW" NOI to operate a home school must be submitted electronically.
The following are screenshots as they will appear as you proceed through the electronic NOI submission process. Please make sure to complete each required component.



NC Administration

State of North Carolina
Non-Public Education System

Home School Menu | Notice of Intent to Establish a Home School | Helpful Information | Logon to Your Home School Account

Notice of Intent to Establish a Home School

North Carolina law defines a home school as a non-public school consisting of the children of not more than two families or households, where the parents or legal guardians or members of either household determine the scope and sequence of the academic instruction, provide academic instruction, and determine additional sources of academic instruction. General Statute 115C-563(a).

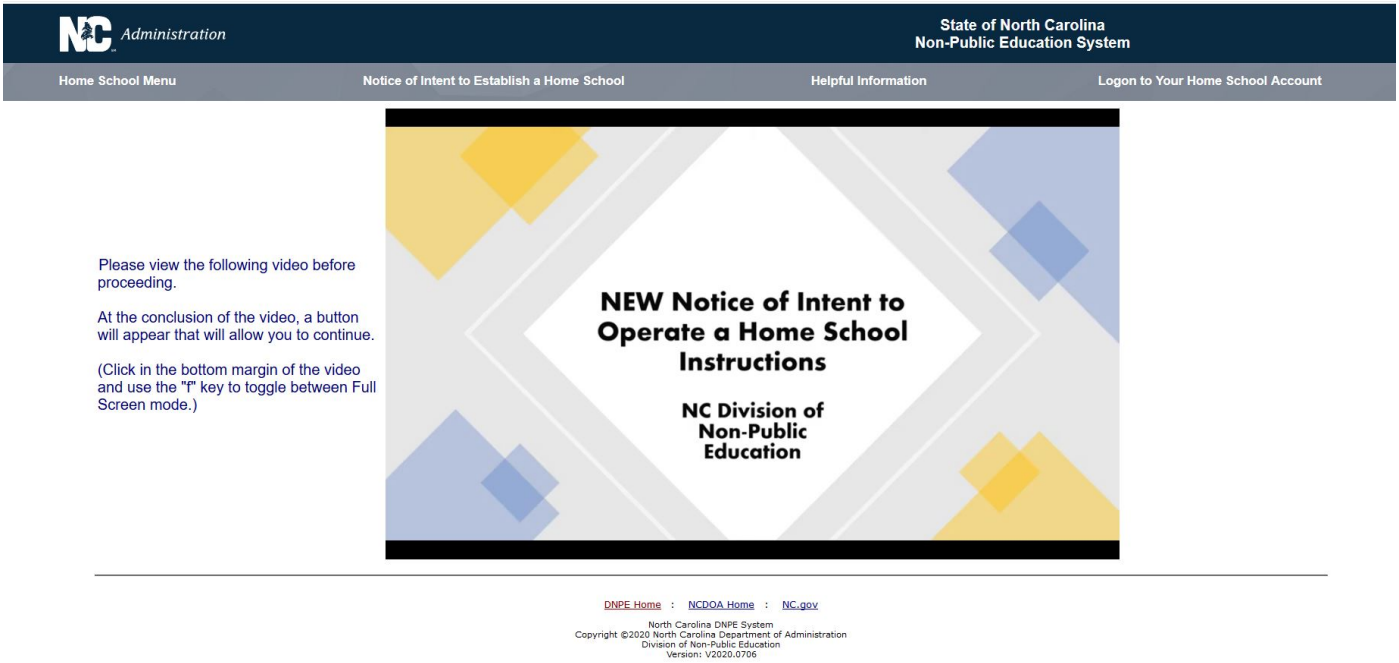
Parents and legal guardians (Chief Administrators) operating the home school must:

- Live in North Carolina and maintain an accurate permanent mailing address in the Division of Non-Public Education file (G.S.115C-552).
- Provide evidence of at least a high school diploma or GED (G.S. 115C-564).
- Provide academic instruction to students on a regular schedule for at least 9 calendar months of the year (with the allowance of reasonable vacations and holidays) (G.S. 115C-548)
- Administer (or have administered) a nationally normed and standardized achievement test measuring spelling, grammar, reading and mathematics each year for EACH student enrolled in the home school. (G.S. 115C-549,557,564)
- Maintain on file for at least one calendar year
  1. Attendance charts (a form is provided on the website)
  2. immunization records
  3. annual testing records for each enrolled student
- Provide required records for inspection to an official of the Division of Non-Public Education when requested (G.S.115C-553, 549).
- **Close the home school within 30 days by notifying Division of Non-Public Education when there are no more students being actively home schooled** (i.e. when all students have been enrolled in another school or graduated). Schools may be reopened at a later time if necessary. You may close a school by logging into the system. (G.S 115C-552, 115C-564).

I agree and wish to set up a home school | I do not agree

DNPE Home : NCDOA Home : NC.gov

North Carolina DNPE System
Copyright ©2019 North Carolina Department of Administration
Division of Non-Public Education
Version: V20190223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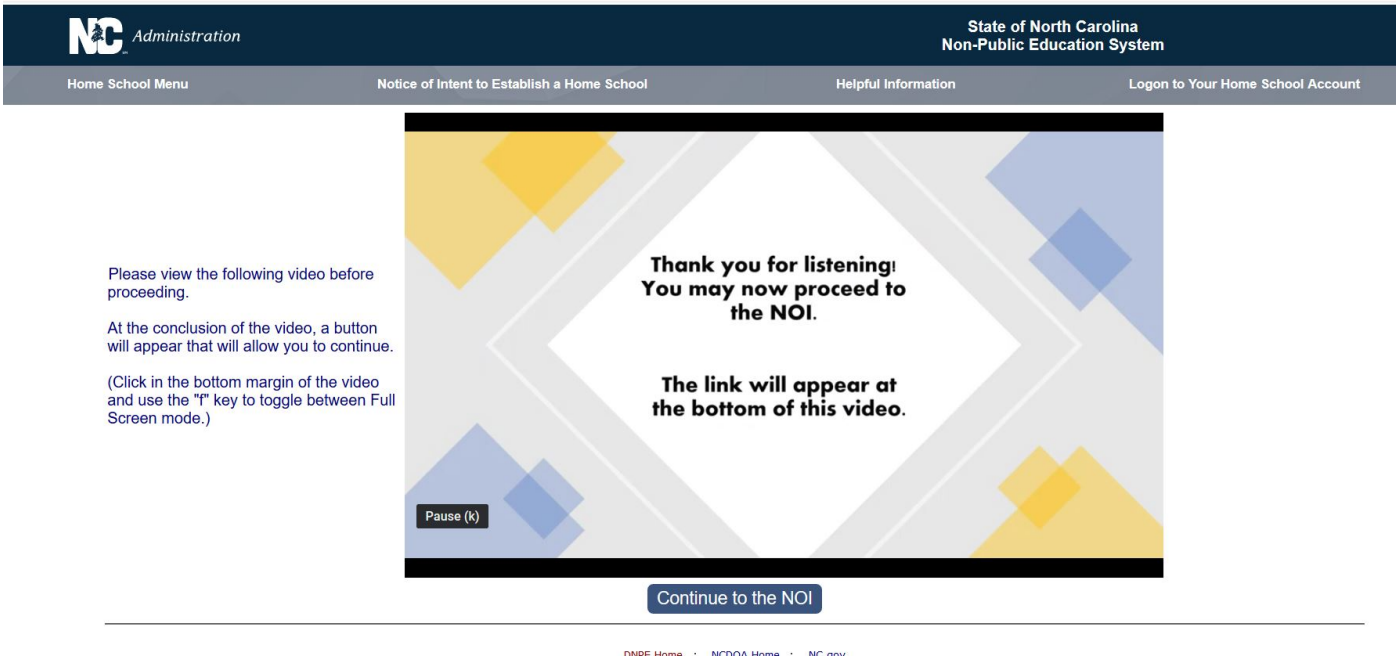
State of North Carolina
Non-Public Education System
Home School Menu
Notice of Intent to Establish a Home School
Helpful Information
Logon to Your Home School Account
Please view the following video before proceeding.
At the conclusion of the video, a button will appear that will allow you to continue.
(Click in the bottom margin of the video and use the "f" key to toggle between Full Screen mode.)
NEW Notice of Intent to Operate a Home School Instructions
NC Division of Non-Public Education
DNPE Home : NCDOA Home : NC.gov
North Carolina DNPE System
Copyright ©2020 North Carolina Department of Administration
Division of Non-Public Education
Version: V2020.0706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Helpful Information
Logon to Your Home School Account
Please view the following video before proceeding.
At the conclusion of the video, a button will appear that will allow you to continue.
(Click in the bottom margin of the video and use the "f" key to toggle between Full Screen mode.)
Thank you for listening!
You may now proceed to the NOI.
The link will appear at the bottom of this video.
Pause (k)
Continue to the NOI

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www.dnpesys.nc.gov says

You'll need diploma evidence for each teacher to finalize your Notice of Intent form. Please gather the diploma evidence documents before proceeding.
Submit only ONE of the following for each teacher: High school diploma or transcript, college diploma or transcript (AA, AAS, BS, BA, or higher) GED transcript, DD214 or active military credentials. The preferred method is a PDF file or alternatively a photo in .jpg, .png, or .gif format.

OK

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Notice of Intent to Establish a Home School

In order for you to review and update your home school record, a unique User id and password must be set up. you must also have a valid email address to participate in the online registration. If you do not have an email address, you may use our manual registration form.

Hints for setting up your User ID
Your User ID must contain at least one letter and no special characters. Remember this ID! You'll use it each time you need to update your information.

User ID

Hints for Setting up your password
Password must be at least 8 characters, have at least 1 number and contain no spaces or special characters. Remember this password! You'll use it each time you need to change your information.

Password

Re-enter Password

Email Address

Re-enter your Email Address

<--- Back | Next --->

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Notice of Intent to Establish a Home School

Home School Name *(30 Characters Max)*

Mailing Address

City | State NC | Zip

County of Residence

-- Select County --

My physical address is different from my mailing address.

Primary Phone Number *Format: 999-999-9999*

Alternate Phone Number *Format: 999-999-9999*

Chief Administrator

Note: The chief administrator should be the person/parent that will manage the home school, update the online account and/or call DNPE to discuss the home school record.

First Name *Middle Name* *Last Name* *Suffix*

Chief Administrator is a teacher within the home school

Under which part of Article 39 do you elect to operate:

Part 1 (Religious)
Part 2 (Non-Religious)

Please select the reason for choosing to home school your children:

Child has special needs that require individualized and specialized instruction
Child is advanced and require individualized and specialized instruction
Dissatisfied with the public school system
Dissatisfied with my child's current private school
The Coronavirus pandemic
Other reason (specify)

Student Enrollment

Please enter total number of enrolled students by age and gender b

Age	Male	Female
6		
7		
8		
9		
10		
11		

Select "Other" and indicate N/A if you do not wish to provide a reason.

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Notice of Intent to Establish a Home School

Teacher's Name

Teacher's Name

Teacher's Name

Diploma evidence for the Chief Administrator and each additional teacher should be uploaded here. The preferred method is a PDF file or alternatively a photo in .jpg, .png, or .gif format.

The following are documents that the division of Non-Public Education can accept as evidence of a high school diploma or equivalency. Submit only one of the following for each teacher listed above:

- High school diploma or transcript
- GED transcript
- College diploma or transcript (AA, AAS, BS, MS or PhD)
- DD214 (Discharge document) or active military documentation

All evidence should clearly indicate the issuing institution or agency and the date when the document was issued.

If you are unable to attach the required documents, please click here for a helpful tutorial on attaching a document and other alternative submission methods.

Supporting Documentation

To upload files, Choose a file and then click "Add to List" to add it to the file listing. You may add multiple files.

Choose File | No file chosen | Add to List

Files to be uploaded

<--- Back | Next --->

If there are technical difficulties submitting the NOI online, please contact DNPE at 984-236-0110.

Annual Update

To assist each home school in complying with G.S. 115C-552 and G.S. 115C-560, each home school is requested to update the enrollment annually, update the school address anytime it changes, and to notify DNPE if the home school has been terminated (or log into the school account and close the home school).

If there are technical difficulties while completing the annual update, please contact DNPE at 984-236-0110.

Diploma Evidence for Parents/Guardians

The chief administrator shall provide a ***copy of his/her and all teachers'*** high school diploma, college diploma or GED to DNPE. Acceptable examples of graduation from high school include a copy of the high school or college transcript—provided it states clearly that a diploma (high school or college) was awarded in a specific month and year. High school certificates or copies of them are not acceptable.

A letter on the letterhead of the educational institution of graduation stating the full name of the chief administrator and that a high school or college diploma was received from that institution in a specific month and year is also acceptable evidence of graduation

If the graduation documentation is in a language other than English, please enclose an English translation of it by a non-related adult residing outside of the household. That person should then sign and date the translated document and provide a telephone number and mailing address for verification purposes. The credentials of the person performing the translation should also be provided.

Failure to include diploma evidence with your NOI will delay processing and, consequently, may delay the withdrawal of your student from the conventional school in which he/she is currently enrolled.

Backdating the Notice of Intent form

Backdating is prohibited. Listing with DNPE begins on the date both the NOI form and the diploma evidence(s) are received by DNPE—not on the date entered on the NOI form or the date it was submitted electronically.

Re-Opening a Home School

If you had a previous home school, the home school chief administrator can submit electronically a NOI to re-open his/her home school. Please note that if an online account has not been established for the closed home school, the chief administrator will need to contact DNPE for access to the account. The following requirements will still apply:

- The same home school name must be used.
- The chief administrator must provide a current and valid email address, the previous address, county and update the address if applicable.

Acknowledgment of Notice of Intent

Beginning July 1, 2011, all official acknowledgments for legally listed home schools from DNPE will be sent to the email address provided by the chief administrator during the initial submission of the Notice of Intent. This email should be saved by the chief administrator for future reference and use. The chief administrator can also log into the school account and print an official verification form to document that the home school is legally listed with the NC Division of Non-Public Education.

In a case when a chief administrator needs an acknowledgement of a school's current listing with DNPE, "Verification Certificates," can be retrieved and print from the online portal system. *All existing and new home schools have access to an account in the online portal. If the chief administrator has not logged into the online portal since July 10, 2017, he/she should follow the following instructions.*

Go to www.ncdnpe.org and click the box to "log into your homeschool account" -- you will be directed through a series of steps to establish your online user name and password.

You will see a menu: **choose *"existing home schools that have not logged in since July 10, 2017***" and enter your SCHOOL ID and LAST NAME.

1. The system will send you a temporary password to the **email address on file**. If you do not receive the email, please check your spam folder.

   This will only work if you have the correct email address on file. If you have changed your email and not updated it on your DNPE record, you will not be able to set the username until you call the office to update the email.

2. Click the link within the email you received and **use your SCHOOL ID number** as the username **with the temporary password within the email**.

3. You will then be instructed to **create a username and new password before you can gain access to your home school record**. **You may not use your SCHOOL ID number as your new password.**

4. You need to **"save"** after any changes are made.

School Names and Chief Administrators

Selecting a school name

1. School name length should not exceed 30 characters (including spaces and punctuation);
2. To avoid duplication and confusion, do not use the following words in the name: *"Charter, college, elementary, family, grade, grammar, high, home, incorporated (or inc), junior, kindergarten, lower, middle, primary, public, residence, schooling, secondary, seminary, senior, the, university or upper";*
3. Any school submitting its NOI without providing a school name will automatically be assigned a school name beginning with the last name of the chief administrator followed by the word "*school*."

Changing a School Name

The school name submitted to DNPE on the initial NOI will be the only name retained and

used officially by the division for state record keeping, all future filing, correspondence, identification, mailing, etc. purposes.

If you change your school name after initially listing with DNPE, when corresponding or completing DNPE forms, thereafter, always use your new school name first followed by, in parentheses, the word "formerly" and the school name submitted on your initial NOI to DNPE.

Procedure for Changing the Chief Administrator's Name

There are **only four circumstances** under which DNPE will change an existing home school chief administrator's name:

1. An official divorce
2. A legal change of last name by a court of law
3. Marriage
4. Death

Once a divorce, a legal change of last name by a court of law, or a marriage has occurred, you will need to have logged into the online account and uploaded evidence (a copy of the official marriage/divorce decree) of the name change.

If the chief administrator passes away, the surviving parent/guardian should contact DNPE. The new chief administrator will need to submit evidence (copy of an obituary or death certificate) that the former chief administrator is deceased. The evidence should be uploaded to the online account for the home school. If DNPE does not already have high school or college diploma evidence on file for the surviving parent/guardian, a photocopy of such evidence must be uploaded to the online account as well. An updated email address for the new chief administrator should also be provided.

Termination Power of a Home School

The home school chief administrator may exercise the authority to terminate a home school's operation at any time by notifying DNPE of the termination decision pursuant to G.S. 115C-552 and 115C-560.

Additional Reasons Home Schools can be terminated

Failing to meet *all* of the home school legal requirements, including:

- Proving an invalid school address;
- If any correspondence sent to a home school via the U. S. Postal Service is returned to DNPE as undeliverable or address not known;
- Home schools that have moved out-of-state;
- Home schools that do not administer a national standardized test annually;
- Home schools that report no student enrollment; and
- Home schools that do not operate on a regular schedule for more than three consecutive calendar months during any July 1 through the following June 30 period of time.

Please note: When the home school no longer meets the legal home school requirements, there is the risk of compulsory attendance prosecution by local public school officials.

Out of State Travel

The Administrator and students of a North Carolina home school must maintain legal residency in North Carolina. Failure to maintain legal residency shall terminate the home school. If a home school family will be temporarily living in another state for an extended period of time, the chief administrator should inquire of the state of the temporary residence about the truancy laws of that state.

Two-Household Home Schools

If a home school (household A) currently listed with DNPE is teaching students who are of North Carolina compulsory attendance age (at least age 7 but not yet age16) and who live in the house wishes to also teach students from **ONE** additional household (household B), the home school may legally do so.

If the local conventional school where household B's children currently attend requires written verification that those students are now enrolled in household A's home school, the household A home school chief administrator will need to provide that information to the local conventional school in order for that local school to officially release the household B students to attend household A's home school.

Only educational settings in which each household has children living in them (who are at least age 7, but not yet age 16) can qualify as two-household schools. Educational settings involving children from three or more households cannot qualify as home schools. Such arrangements must instead follow the conventional non-public school legal requirements.

Home School Visits by DNPE

Since 1985, the North Carolina General Statutes (115C-549 and 115C-557) governing home schools has required that certain home school records "*...shall be made available...at the principal office of such school, at all reasonable times, for annual inspection by a duly authorized representative of the State of North Carolina*." The purpose of the visit is to determine that the home school record keeping statutory requirements are being met on a continuing basis. *A random selection of home schools will be requested to attend a Record Review Meeting.* The meeting will always take place at a local library or municipal building and the representative will always be a member of the NC DNPE staff. You will always receive at least a five-day notice via the United States Postal Service, telephone, or email.

Record Review Meetings

DNPE utilizes a program called Record Review Meetings to monitor home school record- keeping compliance with North Carolina statutes. At the selected date and time, the parent and the DNPE official meet for about 15 minutes to review the legal records required by each home school. The program involves the following:

- Any home school administrator who (since filing with DNPE an initial NOI) is eligible to be invited to *voluntarily* participate in a record review meeting. Schools are randomly selected for the invitation.

- DNPE establishes a temporary office space for a day or more in major cities throughout the State. Record Review Meetings are scheduled statewide each school year for two-three weeks within each school month between September 1 and May 31.

- Each qualifying family living within a one-hour drive of the meeting location near them receives by email or postal mail (about 15 days in advance) an invitation to participate. It gives the location, directions to the location, dates, items to bring, and the name of the DNPE staff member conducting the meeting.

- The invitation asks the family to schedule an appointment using a specific link for only scheduling an appointment. If the link is broken or because of technical issue the family can call the DNPE office within 10 days to select a convenient appointment date and time.

National Standardized Testing Requirement

In accordance with G.S. 115C-564, each student enrolled in a home school is required to take a national standardized test annually. The chief administrator is responsible for securing and scheduling the national standardized test. The test results must be kept on file at the home school for at least one year thereafter. The test results must be made available for annual inspection upon request by a DNPE staff member. Test results provided to DNPE are not considered a public record and will not be shared.

Machined-scored assessments are not required nor is there a minimum score requirement on any national standardized test for any home school student. **North Carolina public school End- of-Grade tests are not required nor do these tests meet the state requirement for annual national standardized testing.** Visit the DNPE website https://ncadmin.nc.gov/public/home-school-information/home-school-requirements-recommendations/nationally-standardized for an up-to-date listing of testing vendors.

Below are tests home schools in North Carolina use most often; however, there are many others available to choose:

- BASI
- Brigance
- California Achievement Test (CAT)
- Iowa Test of Basic Skills (ITBS) for grades 1–8 and also called Iowa Tests of Achievement and Proficiency (TAP) for Grades 9–12
- Personalized Achievement Summary System (PASS)
- SAT with the Essay
- Stanford Achievement Test
- Terra Nova Plus
- Woodcock-Johnson Tests of Achievement (WJ III is the latest version)

Nationally Standardized Achievement Test Vendors

Test Vendor	Addre	Phone Number	Web Site/Email
ATC Educational Services	Angie Cutlip 3700 Valley Pine Court Wendell, NC 27591 Beverly Hardister 7740 Orchard Park Circle Harrisburg, NC 28075 Allison Olds 4408 Woodcroft Ct Wilmington, NC 28405	(919) 374-0282 (Wendell location) (704) 454-3140 (Charlotte location) (910) 297-5302 (Wilmington location)	www.atced.com
Academic Success Testing Service	1130 Ashleybrook Plaza Ln. Winston Salem, NC 27103	(336) 239-5529	Email: Mtodd11658@gmail.com website: yourabcdyslexia.com
Achieve	Cindy Hyde 705 Old Mountain Page Road Saluda, NC 28773	(828) 329-9921	Email: cindy@achievementtesting.info Website: https://achievementtesting.info/
Anchor Educational Evaluations & Consultations.	Rebecca Helms 146 Wind Chime Ct Raleigh, Wake County 27615	919-792-8340	Email: info@anchoreec.com Website: https://www.anchoreec.com/
Bayside School Services	PO Box 250 Kill Devil Hills, NC 27948	(800) 723-3057 (252) 441-5351	www.baysideschoolservices.com
Bindrim Testing & Educational Services	1063 Carriage Trail Rocky Mount, NC 27804	(252) 451-0118	www.testingandeducationalservices.com
Bob Jones University Press	BJU Press Customer Service 1700 Wade Hampton Blvd. Greenville, SC 29614-0062	(800)845-5731 or (864)770-1317 (for questions) M-F 8am-5pm EDT	www.bjupresshomeschool.com Email: testing@bjupress.com
Covenant Education Services	1213 Queen Anne Road Wilson, NC 27896	(252) 281-4788	www.covenanteducationservices.net Email: covenantedsvs@gmail.com
Crosspointe Educational Services	PO Box 10 Willow Spring, NC 27592 1421 East Broad Street Fuquay-Varina, NC 27526	(919) 341-1552 (888) 713-1249	www.cestesting.com Email: info@cestesting.com
Growing Scholars	665 Belmorrow Drive Charlotte, NC 28214	(704) 394-2165	Website: https://www.growingscholars.com/ Email: Growingscholars@aol.com
Foundations Educational Services LLC	2101 Piney Grove Wilbon Road Holly Springs, NC 27540	(919) 758-0811	www.foundationseducation.com
Teaching Achieving Students Inc.	10237 Garrett Grigg Road Charlotte, NC 282621	(704) 453-9534	www.tasacademy.org
The Cardinal Center for Behavior Analysis (Special Needs Testing)	Sara Moser Licensed Special Education Teacher	Office (919)-234-1546 Fax (919)-234-1603	Email: Sara.moser@thecardinalcenterforbehavioranalysis.com

Hewitt Educational Resources	2103 Main Street Washougal, WA 98671	(360) 835-8708 (800) 348-1750	www.hewitthomeschooling.com Email: sales@hewitthomeschooling.com
Homeschool Testing Services: A service of Classical Conversations, Inc.	255 Grant St. West End, NC 27376	(910) 673-0100 x1	www.homeschooltestingservices.com Email: info@homeschooltestingservices.com
Lighthouse Educational Services	81 Kendall Drive Clayton, NC 27520	(919) 302-5786	www.lighthouseedu.net Email: info@lighthouseedu.net
Professional Teaching & Testing	Penny M. Smelcer 1107 Fallen Oak Drive Apex, NC 27502	(919) 362-1658	http://www.psmelcer.wix.com/classes Email: psmelcer@nc.rr.com
Piedmont Education Services	1629 Turfwood Drive Pfafftown, NC 27040	(336) 924-2494	www.pesdirect.com
Seton Testing Service	1350 Progress Drive Front Royal, VA 22630	(800) 542-1066 FAX: (888) 282-7806	www.setontesting.com Email: testing@setontesting.com
Smoky Mountain Academic Resources and Training (S.M.A.R.T.) Asheville, Western NC (WNC), Wilmington, Hickory, Murphy, Morganton, Charlotte	Glenna Toney SMART Office 10 Rosscraggon Dr. Asheville, NC Renee Smith 3 Keel Street Unit #5 Wrightsville Beach, NC	Asheville location (828) 775-7949 Wilmington location (804) 389-0076	www.smarttesting.net Email: glenna@smarttesting.net Email: renee@smarttesting.net
Southeast Educational Associates	PO Box MM Saltville, VA 24370	(276) 496-7777	www.aopse.com
SAT/ACT additional essay subtest is required to count these tests. The PSAT/PACT does not fulfill the testing requirements.	Please register online.	SAT Home-School code 970000 ACT Home-School code 969-999	https://www.collegeboard.org/ http://www.act.org/
TestPoint	High Ground Solutions 2100 River Haven Dr., Ste 210 Birmingham, AL 35244	(888) 988-5884	http://testpoint.net/testing-products/achievement-testing/ amber@highgroundsolutions.com
Triangle Education Assessments, LLC	5512 Merion Station Drive Apex, NC 27539	(919) 387-7004 1-877-843-8837	www.TriangleEd.com Email: info@triangleed.com
Triangle Learning and Development Resources	209 Lloyd Street, Suite 230 Carrboro, NC 27510	(919) 886-4437	www.triangle-ldr.com jamie@triangle-ldr.com

****This list is provided as a courtesy. It is not to be interpreted as an endorsement or recommendation by DNPE.**

Home School Academics

Home School Instructors

The law allows, for two-household schools—educational settings in which children from both households can legally receive academic instruction together—to be instructed by a parent/ legal guardian (or other adult) living in either household. The chief administrator and all instructors in the household(s) must hold at least a high school diploma or its equivalent.

Use of "outside of the household" professional educator

Academic Instruction

G.S. 115C-563(a) gives the legal definition of a home school. It allows the parent, legal guardian, or a member of the two-family home school the discretion to determine the scope and sequence and sources of the academic instruction including, but not limited to, the use of professional educators, tutors, and other persons knowledgeable about the subject of instruction...

Consultant Services

Professional educators may provide such services as:

- Guidance concerning the choosing of curriculum, textbooks and standardized testing;
- Acquiring curriculum, textbook and standardized test materials;
- Administering and scoring of the student's annual nationally standardized achievement test;
- Meeting periodically with the teaching parent/guardian to instruct him/her on how to best present the forthcoming academic subject material to the student;
- Assist the parent with the grading of homework; and
- Answer any educational questions the teaching parent/guardian may have.

Enrollment in Distance Learning Programs

A North Carolina family may legally enroll its students in a distance learning program (such as a correspondence, internet-based, or audio/video program), and utilize that organization's textbooks, curriculum, learning materials, etc.

However, if the student is at least age 7 but not yet age 16 (age 18 if the student wishes to obtain/ retain a North Carolina driver's license), the family must first establish its own North Carolina home school by listing it with DNPE.

When doing so, the family must list the *parent/guardian's* name as the home school owner, chief administrator and instruction provider as well as the parent/guardian's address and telephone number (NOT that of the distance learning program).

On an on-going basis from that point, the family must always then satisfy all of North Carolina's home school laws—including the maintenance of the state mandated home school records at the home school site.

Student* enrollment *part-time in either a local conventional school or college

For students who are at least age 16, enrollment in either a local conventional school or college is permissible.

For students who are of compulsory attendance age (at least age 7, but not yet age 16), it is permissible if the local conventional school (public or non-public) or college officials allow such part-time arrangements.

College level courses (not high school), however, may be taken part-time in any subject at local colleges (either community or four-year, degree-granting colleges/universities).

Each local education agency (LEA) may have different policies relating to the enrollment of homeschool students in one or more public school courses. Please inquire of the LEA about their policies on enrolling a home school student in one or more courses and how the student will be classified by the system (as either a visiting student or a public school student of the LEA).

Enrollment in N.C. Virtual Public* High *School

Enrollment in the N.C. Virtual Public School program is for North Carolina public school students. The authorizing legislation for the North Carolina Virtual Public School states: "NCVPS shall be available at no cost to all students in North Carolina who are enrolled in North Carolina's public schools, Department of Defense schools, and schools operated by the Bureau of Indian Affairs." Homeschoolers will be subjected to a course fee for each course that student is registered.

To review information related to requirements, costs, course offerings, and to register please visit the following website, http://www.ncvps.org/home-private-schools/.

Career and College Promise

Career & College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is free to all students who maintain a "B" average and meet other eligibility requirements.

Through a partnership of the Department of Public Instruction, the N.C. Community College System, the University of North Carolina system and many independent colleges and universities, eligible high school students can begin to earn college credit at a community college campus at no cost to them or their families. Three pathways are offered for home school students:

- College Transfer to all UNC System Institutions and many of North Carolina's Independent Colleges and Universities; or
- A credential, certificate or diploma in a technical career.

The two pathways to choose from are:

College Transfer – Earn tuition-free course credits toward a four-year degree through North Carolina's community colleges. All credits in the completion of 44-hour credit program will transfer to all UNC

institutions and many of North Carolina's Independent Colleges and Universities.

Technical Career – Earn tuition-free course credits at a North Carolina community college toward an entry-level job credential, certificate or diploma in a technical career.

Basic Eligibility:

- High school junior or senior status as of January 2012 or later
- Weighted 3.0 GPA
- Continue to make progress toward high school graduation
- Complete transcript (homeschool and other courses, if applicable)
- Copy of homeschool registration form
- Meet testing requirements (examples: SAT, ACT, PSAT, PLAN)
- Complete application (may vary by community college)
- Contact a College Career Promise representative to schedule an appointment

For more information contact your local community college and/or visit the North Carolina Community College system website.

Textbooks/Curriculum

Government (state, federal or local) does not provide funding for North Carolina home schools. The chief administrators of the home school must pay for and purchase all textbook and/or curriculum directly from private companies.

Diplomas and Transcripts

The State of North Carolina does not issue a diploma or a transcript for home schooled students. The home school parent/guardian, who serves as the chief administrator of the home school designs, provides and retains copies of each student's diploma and/or transcript. Each non-public school student receives all diplomas and transcripts from the chief administrator of the school in which the student is enrolled.

Whenever a former home school student is presented for enrollment at a conventional school (public or non-public) or college, that educational institution may request a student transcript/ record of grade levels successfully completed, subjects taught, semester grades, nationally standardized test scores while enrolled in the home school.

All such information is provided solely by the parent/guardian—not by state or local government officials. North Carolina law states that a home school is a non-public school. When a student successfully completes his/her non-public school's academic requirements for high school graduation, the non-public school itself (not a government agency) maintains academic records of the student's high school academic work and issues student transcripts and graduation verifications in future years as requested. DNPE does not provide student graduation verifications for non-public school graduates (whether from a private K–12 or a home school) nor does it maintain or keep student academic records or transcripts—only records concerning the legal existence of such schools.

For this reason, chief administrators of home schools, which have graduated high school students are strongly encouraged to *permanently* retain student transcripts reflecting all of the student's grade 9–12

academic work. A student may need a copy of his/her high school transcript many years after graduation—perhaps even after the home school administrator has deceased.

Suggested Transcript Information

- The home school name, address and telephone number
- Social Security number of student
- Titles of subjects completed by the student by school year (for each of those four years)
- The numerical (or letter) grade and unit credit earned for each subject
- Annual nationally standardized test scores
- The month and year of high school graduation
- Signature of the chief administrator and date of signature

Please note: If a transcript is used for identification purposes at the NC DMV, the transcript must have everything listed here for the transcript to be accepted for identification purposes.

If the student is academically gifted and has successfully mastered some traditional high school level courses prior to grade 9, those courses should be noted on the transcript including the grade the course(s) was completed.

Basic Subjects Traditionally Taught in Private Elementary & Middle Schools

Grades 1–6

Language Arts

Reading Handwriting
English Grammar
Spelling

Math Science
History
Gr. 4 – The U.S. & North Carolina
Gr. 5 – Western Hemisphere Nations
Gr. 6 – Eastern Hemisphere Nations
Social Studies
Gr. 1 – Families
Gr. 2 – Communities
Gr. 3 – Early America

Health, Safety & Physical Education

Grades 7–8

Language Arts

English Grammar & Composition
Spelling
Literature
Math

Social Studies
Gr. 7– World Studies
Gr. 8– American & North Carolina
Science
Gr. 7 – Life
Gr. 8 – Earth-Space

Health, Safety & Physical Education

Minimum Requirements for a North Carolina Public School High School Diploma

CONTENT AREA	FUTURE-READY CORE - College Course of Study Requirements Students entering Grade 9 in 2020-2021	FUTURE-READY OCCUPATIONAL - Workforce Course of Study Requirements
English	**4 Sequential Credits** I, II, III, IV	**4 Credits** English I*, II*, III, IV
Mathematics	**4 Credits** 1. NC Math 1, 2, and 3 and a fourth mathematics course to be aligned with the student's post high school plans 2. In the rare instance a principal exempts a student from the Future-Ready Core mathematics sequence, except as limited by N.C.G.S. §115C-81(b), the student will be required to pass: NC Math 1 and Math 2 plus two additional courses identified on the NC DPI Math options chart.	**3 Credits** Introduction to Mathematics Math I Financial Management
Science	**3 Credits** A physical science course, Biology, Earth/Environmental Science	**2 Credits** Applied Science Biology*
Social Studies	**4 Credits** 1. Founding Principles of the United States of America and North Carolina: Civic Literacy 2. Economics and Personal Finance 3. American History 4. World History	**2 Credits** American History I American History II
World Languages	Not required for high school graduation. A two-credit minimum is required for admission to a university in the UNC system.	Not required
Health and Physical Education	**1 Credit** Health/Physical Education Students are required to successfully complete CPR instruction to meet Healthful Living Essential Standards as a requirement for high school graduation. Accommodations/alternative assessments for students identified by ADA or IDEA will be provided.	**1 Credit** Health/Physical Education

CONTENT AREA	FUTURE-READY CORE - College Course of Study Requirements Students entering Grade 9 in 2020-2021	FUTURE-READY OCCUPATIONAL - Workforce Course of Study Requirements
Electives or other requirements* **	**6 Credit Required** **2 Elective Credits of any combination from either:** • Career and Technical Education (CTE) • Arts Education • World Languages **4 Elective Credits Strongly Recommended (Four Course Concentration) from one of the following:** • Career and Technical Education (CTE) • JROTC • Arts and Education (e.g. dance, music, theater arts, visual arts) • Any other subject area (e.g. social studies, science, mathematics, and English)	**6 Credit** Occupational Preparation I, II, III, IV Elective Credits Additional Requirements: Completion of IEP Objectives Career Portfolio
Career/Technical		**4 Credits** Career/Technical electives
Total	22 Credits plus any local requirements	22 Credits plus any local requirements

***For more detailed information go to https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements.**

** These requirements are established by the North Carolina State Board of Education; local public school boards of education may require additional units for graduation.

Minimum Admissions Requirements at the 16 Institutions of the University of North Carolina

For the class of 2006 and beyond, the following courses are required for admission—in addition to an institution's own specific requirements:

- In language, six course credits including: Four in English emphasizing grammar, composition and literature; plus, two units of a language other than English;

- In mathematics, four course credits including Algebra I, Algebra II, Geometry and one credit beyond Algebra II; or Algebra I, II and two units beyond Algebra II; or Integrated Mathematics I, II, III and one unit beyond Integrated Mathematics III;

  (The fourth credit of math applies to effects applicants to all institutions except the North Carolina School of the Arts.) It is recommended that prospective students take a mathematics course credit in the 12th grade;

- In science, three course credits including:
  - At least one credit in a life or biological science (for example—Biology);
  - At least one credit in a physical science (for example —Physical Science, Chemistry or Physics);
  - At least one laboratory course; and

- In social studies, two course credits including one credit in U.S. History; but, an applicant who does not have the credit in U.S. History may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

"Course credits" as defined in these requirements may include those high school level courses taken and passed by an applicant after graduating from high school, as well as those taken while enrolled as a high school student.

Driver's Education and Driver Eligibility Certificates (DEC)

Driver Education Course

Driver Education is available **only** through two sources:

1. The local public high school that the student would be enrolled.
2. A local professional North Carolina Division of Motor Vehicles approved driver training program.

Each Local Education Agency has the discretion to charge a fee up to $65 per student for Driver Education courses. Parents/guardians should contact the Local Education Agency to determine the cost that will be required for any Driver Education course.

If a non-public school student fails to pass the course, he/she must then either wait until at least age 18 to obtain a North Carolina drivers' license; or, repeat the course at his/her own expense at a professional driver training school approved by the North Carolina Division of Motor Vehicles.

The official North Carolina Driver Education course completion certificate which is awarded to students under age 18 by the state-approved Driver Education course instructor has no expiration date. Successful completion of the official North Carolina Driver Education course is not required for age 18 and older adults in order to obtain a North Carolina drivers' license.

Parent (or other) taught Driver Education courses are **UNACCEPTABLE** toward obtaining a North Carolina drivers' permit/license.

Please note: Minors attending an out of state non-public or public school but who reside in North Carolina must attend one of the North Carolina Division of Motor Vehicles certified commercial driving schools throughout North Carolina which issues an official North Carolina Driver Education Certification of Completion.

Issuance of Driver Eligibility Certificate's (DEC) by Non-Public Schools

Before issuing a DEC, a conventional non-public school or a home school must already have on file with the North Carolina Division of Non-Public Education a currently valid Notice of Intent to Operate and must be in compliance with all the laws and regulations applicable to conventional non-public schools or home schools which enroll students subject to compulsory attendance laws.

The chief administrator of a non-public school which is in compliance with all laws and regulations applicable to that type of non-public school may then request DEC forms from the North Carolina Division of Non-Public Education—the exclusive supplier of DEC forms to all non-public schools. These DEC forms are then non-transferable between schools.

*Non-public schools may **NOT** request DEC forms from the North Carolina Division of Non-Public Education until after the school's currently valid Notice of Intent to Operate has been on file with the North Carolina Division of Non-Public Education for **four calendar months**, unless the student has moved to North Carolina within the last 30 days preceding the DEC form order date.*

Procedure for Requesting a DEC

Only the chief administrator of a North Carolina non-public school (home or conventional) can request a DEC. The school must have been registered with DNPE for at least the last four calendar months and meets all current North Carolina requirements for such a school. *If the home school has been "closed" due to an invalid address, the four-month waiting period will remain in effect— beginning with the legal re-activation date of the school as listed in the DNPE database—before a student driving eligibility certificates can be requested.*

Chief administrators can only request a DEC via the online portal. Each non-pubic school has access to their own unique account. Once inside of the school's account, the chief administrator can request the number of DECs needed (private schools). Home schools can only request one DEC at a time. In order to receive a DEC, each must have student enrollment up-to-date and include enrollment for the appropriate age of students who qualify to take driver's education and/or receive a permit or driver's license. The portal can be accessed via the DNPE's website, www.ncdnpe.org.

Once the request has been received, the DEC(s) will be processed mailed via US mail within 72 hours.

Student Requirements for Obtaining a DEC

A non-public school student under age 18 currently and properly enrolled in that school and wishing to obtain a North Carolina driver's license or a learner's permit must first obtain a DEC issued from and signed by either the chief administrator (or his/her designee) of the conventional non-public school in which the student is enrolled, or from the chief administrator of the home school in which the student is enrolled. The student must obtain the signed DEC form no more than 30 days before the date the student applies for a North Carolina driver's license or learner's permit. See G.S. 20-11(n) and 115C-566.

In order for a non-public school student under age 18 to be eligible to receive a DEC, the following requirements must be met:

1. The student must be enrolled in a non-public school which is currently meeting all the requirements of Part 1, 2 or 3 of Article 39, Chapter 115C of the North Carolina General Statutes and must be making academic progress toward obtaining a high school diploma or its equivalent—unless, the student cannot make progress toward obtaining it. That academic progress shall be determined by the chief administrator (or his/her designee) of the non-public school in which the student is enrolled;

2. The student must have **not** been expelled, suspended for more than 10 days, or assigned to an alternative education setting for more than 10 days for committing one of the following offenses after the student's 14th birthday or during or after 8th grade:

    a. Possession or sale of alcohol or a controlled substance on school property or at a school-sponsored or school-related activity;
    b. Bringing, possession or use of a weapon or firearm on school property; or,

    c. Assault on teacher or other school personnel on school property or at a school sponsored or school-related activity.

North Carolina learner's permit/driver's license revocation for these three conduct offenses are mandated for one year and, if the student committed and was disciplined for the offense while the student was age 17, the revocation period may extend past age 18.

A student who has committed one of these offenses may be eligible for a DEC only when the chief school administrator (or his/her designee) has determined that the student has exhausted all administrative appeals, is making academic progress toward high school graduation and meets one of the three following conditions:

a. The conduct occurred before the student was age 15 and the student is now at least age 16;

b. The conduct occurred after the student reached age 15 and it is at least one year after the student has exhausted all administrative appeals; or,

c. The student qualifies for at least a Level 2 North Carolina driver's license, needs the DEC in order to drive to and from school, a drug or alcohol treatment counseling program, or a mental health treatment program, and no other transportation is available. In the case

of treatment program attendance, the revocation would be suspended only long enough for completion of the treatment program. Once the treatment program has been completed, the chief administrator of the non-public school must then revoke until the full year revocation period has been satisfied.

3. A student whose permit/license was revoked or denied due to committing one of these offenses may be eligible for a DEC only if, after 6 months from the date of ineligibility, the chief school administrator (or his/her designee) determines that the student is making academic progress toward high school graduation and that one of the following conditions has been met:

    a. The student has returned to school or been placed in an alternative educational setting, and has displayed exemplary behavior, as defined only as when a student has no further offenses as listed earlier which would result in the earlier described types of school disciplinary action;

    b. The disciplinary action was for the possession or sale of alcohol or a controlled substance and the student has successfully completed a drug or alcohol treatment counseling program as determined by the chief administrator (or his/her designee) of the school in which the student was enrolled at the time the offense occurred.

The chief administrator of the non-public school may grant a substantial hardship classification for the student and provide a DEC despite the student's lack of academic progress or a misconduct offense such as listed earlier. Some examples of a substantial hardship could include:

a. If the parent/guardian is unable to drive due to illness or other impairment and the student is the only person of driving age in the household;
b. If the student requires transportation to and from a job that is necessary to the welfare of the family and is unable by any other means to do so.

Notification to the North Carolina DMV for Revocation of Driving Privileges

Non-public schools shall send written notification to the North Carolina Division of Non-Public Education within five calendar days of when a student who is at least age 15 but not yet age 18:

1. After having been issued a DEC, is no longer making academic progress toward obtaining a high school diploma or its equivalent; and/or

2. Has dropped out of school and will NOT be enrolled in another school (public, conventional non-public, home school or community college).

The written notification shall include:

- The student's legal name (first, middle and last, as on birth certificate);
- The student's residence address (including street, city and zip code);
- The student's date of birth;
- The student's gender;
- The student's race;
- The student's North Carolina learner's permit/driver's license number;
- The name of the parent/guardian with whom the student is living;

- A statement giving the reason for the revocation;
- The date of the student's ineligibility or withdrawal from school;
- The type of non-public school: Conventional or home?
- The name of the non-public school;
- The county in which the non-public school is located; and
- The name of the chief administrator of the non-public school.

Within five calendar days of the North Carolina Division of Non-Public Education's receipt of this written notification from a non-public school, the Director of that office or his/her designee shall inform the North Carolina Division of Motor Vehicles of the notification.

DNPE Recommendations

- Conduct instruction each school year for at least 180 days.

- Maintain a current daily log, journal or lesson plan book throughout the entire school year.

- Keep school records longer than required by law.

- When selecting your school name, choose an academic name appropriate for inclusion on the student's future high school diploma which would be provided by your school. Keep in mind that DNPE will NOT be able to accommodate requests later for a change of school name in the division's files.

- In order to expedite the processing of Notices of Intent, please do not submit your Notice of Intent until you are certain that your home school will definitely begin within 5 days of the submission.

- Do not withdraw your child from his/her present school or begin your school until you have received written acknowledgment from DNPE that your completed Notice of Intent to Operate a School has been processed.

Appendix

HOME SCHOOL ATTENDANCE RECORD -- School Term _____ - _____

County _____ School Name _____

Name of Student _____
Last *First* *Middle*

Directions: SAVE THIS FORM AS A MASTER; make photocopies so that a separate form can be used for each student.
Keep completed form(s) on file at your school for later inspection.
Please check (√) dates below on which academic instruction and educational activities were conducted.

NC Division of Non-Public Education
1309 Mail Service Center
Raleigh, NC 27699-1309
Telephone: (919) 733-4276
www.ncdnpe.org

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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By my signature below, I affirm that the above entered information, to the best of my knowledge, is accurate and truthful.

Chief Administrator _____ *Date* _____