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# SUWANNEE COUNTY SCHOOL DISTRICT

## Home Education Compliance Office **PARENT PROCEDURES PACKET**

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Home Education and Virtual Education

Suwannee County School District  
702 2<sup>nd</sup> Street NW  
Live Oak, FL 32064  
Phone: 386-647-4243 Fax: 386-364-2635  
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## **Summary of Home Education Requirements**

Section 1002.01, F.S., defines home education as “the sequentially progressive instruction of a student directed by his or her parent or guardian in order to satisfy Florida’s compulsory education requirements.”

Florida Statute 1002.41 specifies the **responsibilities of parents** who establish a home education program:

- Send a written notice of intent to the school district superintendent. The notice must be filed within 30 days of beginning the home education program and must include the following information:
  - Name of the home education student(s).
  - Birthdate(s).
  - Address
  - Parent's signature
- **Maintain a portfolio of educational records.**  
Statute defines a “portfolio” as a log of educational activities which is made contemporaneously with the instruction and which designates by title any reading materials used, and samples of any writings, worksheets, workbooks or creative materials used or developed by the student.
- Make the portfolio available for inspection by the Superintendent of Schools upon 15-day written notice. (The statute does not require the superintendent to inspect all portfolios.).
- **Provide an annual educational evaluation** of the child’s educational progress to the Superintendent of Schools. The evaluation must consist of **one** of the following:
  1. A Florida certified teacher chosen by the parent may evaluate the child's progress based on a review of the portfolio and discussion with the student.
  2. The child may take any nationally-normed student achievement test administered by a certified teacher.
  3. The child may take a state student assessment test at a location and under testing conditions approved by the school district.
  4. The child may be evaluated by a psychologist holding a valid, active license pursuant to Section 490.003 (7) or (8), F.S.
  5. The student may be evaluated with any other valid measurement tool as mutually agreed upon by the parent and the superintendent (*e.g., transcripts of online courses completed*).

***Send the evaluation to***  
Home Education Compliance Office  
702 2<sup>nd</sup> Street NW  
Live Oak, FL 32064  
FAX: 386-364-2635

- Preserve each child’s portfolio for **two years**.
- **Submit a Notice of Termination** to the Superintendent of Schools upon completion of the home education program, enrollment in a public or private school, or moving from the district.

## Home School Advisory Panel

Name	Email	Cell Phone	Home Phone	Other Phone
Debra Ross	<a href="mailto:dross@suwannee.k12.fl.us">dross@suwannee.k12.fl.us</a>	386-965-0847	386-776-2950	386-647-4606
Dee Dee Fletcher	<a href="mailto:deedee6@windstream.net">deedee6@windstream.net</a>	386-590-0254	386-362-3906	
Cindy Horvath	<a href="mailto:fourhranch@windstream.net">fourhranch@windstream.net</a>	386-209-4327	386-842-5008	
Kimberly Hammock	<a href="mailto:kahammock@mac.com">kahammock@mac.com</a>	386-362-9198	386-364-4882	
Karen Swart	<a href="mailto:swartkaren@yahoo.com">swartkaren@yahoo.com</a>		386-963-2109	
Melody Scott	<a href="mailto:melody@cheekandscott.com">melody@cheekandscott.com</a>		386-364-1918	
Mary S. Mobley	<a href="mailto:msuziem@windstream.net">msuziem@windstream.net</a>		386-362-1261	
Michelle Lord	<a href="mailto:michelleandjackson@yahoo.com">michelleandjackson@yahoo.com</a>		386-776-2955	