

School Year \_\_\_\_\_

## INSTRUCTIONS TO COMPLETE THE IHIP

1. The IHIP must be submitted as a PDF attachment within 28 days of starting homeschooling to [homeschool@schools.nyc.gov](mailto:homeschool@schools.nyc.gov).
2. Please complete each section of IHIP and include all required information.
3. The IHIP **must** include:
  - The student's age and grade level.
  - A list the syllabi, curriculum materials, textbooks or plan of instruction to be used in each of the required subjects listed below.
  - The dates for submission of the quarterly reports spaced evenly throughout the school year (July 1 - June 30).
  - The name(s) of the individual(s) providing instruction.
4. If using an online program, specify the name of the course and the grade level.  
*Example: Time4Learning – Mathematics, Grade 5.*
5. Note that homeschool students in grades 1-6 must have a minimum of 900 hours of instruction per year.

STUDENT'S INFORMATION			
Last name:		First name:	
Date of birth:		Grade level:	
9-Digit NYC Student ID # (if known):			
PARENT'S INFORMATION			
Last name:		First name:	
Home address:			Apt. #:
City:		State: NY	Zip:
Home telephone:	Alternate telephone:		Email address:
Name(s) of individual(s) providing instruction:			
Last name:		First name:	

I affirm that my child, \_\_\_\_\_, will be meeting the compulsory education requirements of NYSED CR Part 100.10 for school year \_\_\_\_ .

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Provide the curriculum materials, textbook, syllabus or plan of instruction for each subject.

SUBJECTS	Syllabi, curriculum materials, textbooks <u>or</u> plan of instruction
Arithmetic	
Reading	
Spelling	
Writing	
English Language	
Geography	
United States History	
Science	
Health Education	
Music	
Visual Arts	
Physical Education	
Bilingual education and/or English as a second language where the need is indicated.	
Following subjects to be covered during K-12: patriotism and citizenship; health education regarding alcohol, drug and tobacco misuse; highway safety and traffic regulations, including bicycle safety; and fire and arson prevention and safety.	
The following courses shall be taught at least once during the first eight grades: US History, NYS History, and the Constitutions of the US and NYS.	

**Quarterly Reports Due Dates:** You are required to submit quarterly reports about your child's progress throughout the year. If you started homeschooling after the first part of the year, you'll only need to submit reports for the remaining quarters.

Report	Due Date:
First Quarter Report <i>Suggested Date-Nov 15</i>	
Second Quarter Report <i>Suggested Date-Jan 31</i>	
Third Quarter Report <i>Suggested Date- April 15</i>	
Fourth Quarter Report <i>Suggested Date-June 30</i>	

### **Annual Assessment:**

Each year, homeschool students must complete an annual assessment to demonstrate academic progress. To meet this requirement, your child's assessment must either score above the 33rd percentile on a standardized test or show at least one year of academic growth compared to the previous year's test.

Parents or guardians listed on the Individualized Home Instruction Plan (IHIP) may write the narrative evaluation, purchase, administer, and score a commercially published norm-referenced achievement exam. Your child's annual assessment is due on June 30th.

### **Annual Assessment Options by Grade Level**

**Grades 1–3:** You may choose either a written narrative or a standardized test. A Written narrative is a brief report summarizing your child's progress, highlighting key achievements, and outlining plans for the next grade.

**Grades 4–8:** Standardized testing is required every other year. In alternate years, you may submit a written narrative instead. For example, if your child takes a standardized test in grade 4, you may submit a written narrative in grade 5.

For students in grades K-12 **whose IESP indicates an alternate assessment**, the annual assessment may be the written narrative evaluation or a portfolio of examples of the child's educational achievement of standards compared with his/her peers.

If known, please indicate if written narrative or state approved standardized assessment will be used for the required annual assessment or inform us of your choice with the third-quarter report.

### ***Select one from the following list:***

- ☐ Written narrative: For students in grades 4-8, this can be used no more than every other year.
- ☐ NYSED ELA/Mathematics Exams: These exams must be taken at a public or registered nonpublic school. If you want your child to take the Regents or the NYS ELA/Math exams, please contact a local school to register your child for the exam. Please note that this is at the discretion of the principal. Proof of immunization is required to participate in testing in a school building.
- ☐ Iowa Test of Basic Skills
- ☐ California Achievement Test
- ☐ Stanford Achievement Test
- ☐ Comprehensive Test of Basic Skills
- ☐ Metropolitan Achievement Test
- ☐ P.A.S.S. Test
- ☐ IESP Alternate Assessment

