

School Year

Instructions for Completing the Quarterly Report

Quarterly reports summarize your child's academic progress, including subjects covered and total instructional hours. These reports are due four times a year, as outlined in your Individualized Home Instruction Plan (IHIP). If homeschooling begins mid-year, reports should cover the remaining instruction period.

Each report must include:

- The total number of instructional hours your child completed during the quarter.
- A description of the material covered in each subject listed in the IHIP.
- Either a grade for the child in each subject or a written narrative evaluating the child's progress.
- If your child did not complete at least 80% of the planned coursework for a subject this quarter, please include a short explanation of why.

For Grades 1-6: A minimum of 900 instructional hours per year is required, averaging 225 hours per quarter.

Submission: Submit the Quarterly Report (QR) as a PDF in a separate email to homeschool@schools.nyc.gov with the subject line: QR, your child's name, and NYC Student ID Number (if available).

Note: Progress reports from online programs will not be accepted as a quarterly report.

QUARTERLY REPORT INFORMATION	
Quarter Number: (Check one only) 1 ☐ 2 ☐ 3 ☐ 4 ☐	Date Submitted:
Total number of hours of instruction received during the quarter:	Was at least 80% of the material planned for this quarter covered? ☐ YES ☐ NO
If 80% of the material that was planned for this quarter was not covered in any subject area, provide a written explanation:	
STUDENT'S INFORMATION	
Last name:	First name:
Date of birth:	Grade level:
9-Digit NYC Student ID # (if known):	
Print Name of Instructor:	Signature of Instructor:

Subject	Description of Material Covered – What was learned?	Grade or Written Evaluation
Arithmetic		
Reading		
Spelling		
Writing		
English Language		
Geography		
US History		
Science		
Health		
Music		
Visual Arts		
Physical Education		