

Suggestion on How to Complete a Notice of Intent Form

1. Complete one for each student of compulsory school age (7 – 16) – under 7 refer to “opt out” form.
2. Subjects: check “yes” or “no”
 - “Required (REQ’D)” means it must be covered at some point over the course of 12 years -- it is not required every year
 - U.S. History – if covering another area of history (Ancient Rome, etc), note next to U.S. History when you plan to cover it – grades 5th, 8th, 11th (whatever)
 - Geography can be part of other subjects, like wise Citizenship – every time you discuss current events, learn how a bill becomes a law, etc.. it need not be a separate class or curriculum.
3. Hours of instruction, 180 days is mandatory – write “180+ days”, recognizing that learning occurs outside formal school hours.
4. Teacher’s method of assessment – can use something like:

“Oral reviews, daily evaluation of written work, oral and written quizzes and tests.”

If you plan to have the student take an achievement test, this can also be indicated.
5. For the portfolio date, it is best to use June of _____ (the following year) – there is no need to contact the school – they will notify you if they desire a meeting
6. Both parents should sign and date the form.
7. Keep a photo copy for your records.
8. Send the original Notice of Intent Form “certified mail – return receipt requested”

Tips on Conducting a Portfolio Review

The limited purpose of the portfolio review according to the guidelines is to “determine if instruction in the required courses has been given”. There is to be no evaluation of the student’s academic progress, no review of standardized test results, and no review of curricular materials. With that in mind...

DO:

- Bring one brief example of each of the required subjects that you indicated you would be teaching, neatly arranged in a folder. For books that were read, list a few examples.
- Bring your husband if possible, even if he is not involved in the schooling -- let him speak for the family.
- Be graciously firm about staying within the limits of guidelines – review these ahead of time with husband if necessary. After the review is completed you may choose to field other questions “off the record”.

DO NOT:

- Bring your children – this is not show and tell time.
- Drop the portfolio off ahead of time or allow them to make a copy of it for their records.
- Bring entire text books, huge reading lists, scope & sequences, lists of field trips or photographs of the children, awards or impressive reports and projects. While it might be tempting to brag, this automatically sets an unwanted precedent for the homeschooler coming behind you – no man is a island.