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).

Division of Non-Public Education (DNPE)

Parents and legal guardians (Chief Administrators) operating the home school must:
Reside 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) **(**A school year runs from July 1 to June 30; i.e. July 2017 – June 2018 comprises the 17-18 school year. The school may operate 'year round' or with a summer break, but the academic year designation remains the same.**)**
- Administer (or have administered) a nationally normed and standardized achievement test measuring spelling, grammar, reading and mathematics each school 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 the required records for inspection to an official of the Division of Non-Public Education when requested (G.S.115C-553, 549).

Who should register a home school with a Notice of Intent:

- Parents with children between the ages of 7 and 16 MUST register for home school and provide academic instruction.
- Parents whose only child is 17 should register for home school to provide a means of verification for their school to outside agencies and so the student may obtain a Driver's permit.
- Parents whose child is 6 at the beginning of the school year (August) and will turn 7 before the end of the school year (May) may register for home school at the beginning of the school year or any time before the child's birthday. This student will be tested by the end of that school year.
- Parents whose child is 5 in August will not register for home school because their student is not compulsory school age. These parents may legally teach their child at home without registration.

Directions for completing a Notice of Intent form:

(When accessing the online application, it is recommended that you use a desktop or laptop computer. Do not attempt this process using a phone or tablet, it will not work properly.)

Online Submission of a Notice of Intent: It is **preferable** that each Chief Administrator use the online data base to establish and manage their home school account. This can be accessed by visiting the Division of Non-Public Education website: www.ncdnpe.org and clicking on the Establish a New Home School Tab.

1. **Before beginning the process:**
    a. **Collect evidence** of a high school education for EACH academic provider and the chief administrator. Acceptable forms include: high school transcript with graduation date; authentic high school diploma;

college diploma or transcript; military DD14, professional license (teaching, nursing, attorney, medical, that required a high school diploma)

   b. **Scan or photograph** these forms so they may be submitted as a **pdf or jpeg** document during the Notice of Intent form completion.
   c. **Decide on a school name** that adheres to the guideline provided on the website.

2. **Completing the Notice of Intent online:**
   a. Establish an online username and password for the online portal.
   b. Complete the notice of Intent Process through the online portal.
   c. Upload high school graduation evidence documents when requested into the system. Should you be unable to submit documents online you should follow the directions for submission by mail or fax. Submitting documents by fax or mail will delay the processing of the notice of intent.
   d. Check your information and submit your Notice of Intent.
3. **Checking your progress:** If you have successfully completed the process, you will receive an immediate email confirmation with your user ID and password. Save this in a safe place! You will use this to check the status of your submission and to manage your records in the future. The process may take 3 to 5 days to complete.
4. Once the school has been **officially opened** you will receive an email with the school ID number.

Withdrawing students from other schools: If your student(s) attends, or attended a school in the previous year, you must officially withdraw them from this school by providing to the school registrar a copy of your home school registration form. Failure to notify the school officially may results in truancy violations.

Postal Service Mail submission of a Notice of Intent

This is NOT a preferred method. Those without access to a computer should complete the paper Notice of Intent form located on the website and mail it **with** a copy of the diploma evidence to the Division office. It is required that you provide a **phone number** and **email** contact in the package so that we may contact you if needed This process **may take up to one month** to complete.

1. Retain a copy of all documents you mail to the office.
2. Do not have a school or other agency send documents to our office as we cannot process them. You should collect the required documents and send them directly to us as directed.
3. Send these documents (Notice of Intent and *diploma evidence) in ONE package. If you cannot find diploma evidence DO NOT submit the notice of intent.
   a. NOI forms without other required documents will be returned to the sender without processing.
   b. Diplomas mailed without a notice of Intent will be discarded.
4. You will be notified by **email** when your school is officially registered by receiving a home school ID and verification record.

Do not send your original diploma document as we are unable to return the document to you. It is advised that you send us a copy ONLY.

Failure to provide accurate information when filing the Notice of Intent, or failure to provide the required documents demonstrating at least a high school education within 30 days of the original filing date will result in the Notice of Intent being cancelled as null and void. If this happens you will need to start a new Notice of Intent to open a school.