

**Citizen Complaint Form**  
**Home School**

1. Home School Information:

- a. County in which the home school is located: \_\_\_\_\_
- b. Home School Name (If known): \_\_\_\_\_
- c. Chief Administrator (Parent/Guardian): \_\_\_\_\_

2. Complaint or Concern Information:

- a. Place an **X** below in each box to the left of each NC home school law which you allege the school has violated. **NOTE: If the complaint or concern does not involve a violation of one or more of the following statutory requirements for home schools, no government agency can intervene. Those complaints or concerns must instead be directed to the chief administrator of the home school who oversees the operation of it. However, if your complaint or concern includes allegations (other than home school statutory related issues) of abuse or neglect of a child in the care and custody of any school or a particular household, immediately notify your local DSS or local law enforcement agency.**

- Failure to register the homeschool with the NC Division of Non-Public Education.
- Failure to meet the homeschool legal definition of the N.C.G.S 115C-563(a).
- Failure to operate on a regular schedule for at least nine calendar months each year.
- Failure to maintain student attendance records.
- Failure to maintain student immunization records or proper religious exemption statement.
- Failure to have administered annually (to each student enrolled) a nationally standardized achievement test.
- Failure to notify the NC Division of Non-Public Education when there are no students of compulsory attendance age enrolled in the school for more than three consecutive months.

- b. Give a brief, concise explanation of the specific violation cited above in question 2a.

Attach additional sheets if necessary. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Complete, sign and submit this form (along with any attached information) to the above address.

*I hereby grant permission to the North Carolina Division of Non-Public Education to forward a copy of this complaint or concern to the above home school chief administrator for a response. I acknowledge reading a copy of the Procedure for Handling Complaints and Concerns. I certify that the information I have provided is correct to the best of my knowledge.*

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Date Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_ DNPE Director Initials \_\_\_\_\_