

# HEAV Notice of Intent Checklist

A Resource for Public School Personnel

## Parent and Student Information (limited to the four items below)

- ☐ The child's first and last name
- ☐ The child's age as of September 30 of the school year
- ☐ The parent's name
- ☐ The child's address

## Curriculum Description (applies to **all** four Notice of Intent options)

- ☐ A description of the curriculum, limited to a list of subjects to be studied during the coming year, has been attached for each child as prescribed in §22.1-254.1(B).

## Four Criteria for Providing Home Instruction (Parents choose **one**.)

- ☐ Option (i): The parent has a high school diploma or higher credential.
  - ☐ Evidence: The parent has attached a copy of their high school diploma OR transcript OR a higher credential.
- ☐ Option (ii): The parent has the qualifications prescribed by the Board of Education for a teacher.
  - ☐ Evidence: The parent has attached a copy of a teaching license or a statement to this effect from the Virginia Department of Education.
- ☐ Option (iii): The parent has provided a program of study or curriculum delivered through a correspondence course, distance learning program, or in another manner (Parents provide **one** of the following options for evidence.):
  - ☐ Evidence if the child is enrolled in a correspondence course or distance learning program: The parent has submitted evidence of such enrollment and a list of subjects to be studied for the coming year to the school division. No judgment of the materials is required of the school division superintendent.
  - ☐ Evidence if the parent provides a program of study or curriculum that is delivered through any other manner: The parent has submitted a list of subjects to be studied for the coming year. Submission of these materials is for information purposes only.
- ☐ Option (iv): The parent is able to provide an adequate education for their child(ren).
  - ☐ Evidence: The parent has attached a statement.

## Notice of Intent Deadlines

"Parents electing to provide home instruction shall provide such annual notice no later than August 15. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the division superintendent of his intention to provide home instruction as soon as practicable and shall thereafter comply with the requirements of this section within 30 days of such notice."

(Reference: § 22.1-254.1(B))

## Notice of Intent Format and Delivery

Parents may use any format and delivery method when submitting their Notice of Intent.

**Home Instruction Privacy Law:** Under Virginia Code § 22.1-254.1(G), school boards and division superintendents are prohibited from disclosing to the VDOE or anyone outside the local school division information provided by the parent or student to satisfy the requirements of the home instruction and religious exemption laws.