



**Alexandria City Public Schools**

Department of Student Services, Alternative Programs and Equity

1340 Braddock Place, 5th Floor, Alexandria, Virginia 22314

Ph (703) 619-8036 - Fax (703) 619-8988

**NOTICE OF INTENT TO PROVIDE HOME INSTRUCTION**

Please print or type requested information or Email: Nora Garcia [ngarcia@acps.k12.va.us](mailto:ngarcia@acps.k12.va.us)

School Year 20 - 20

I am providing notice of my intention to provide home instruction for the child(ren) listed below as provided for by §22.1-.254.1 of the *Code of Virginia*, in lieu of having them attend school.

Name of Child	Last School Attended	Date of Birth	Grade Level	Sex	Ethnicity

Has your student been found eligible for Special Education Services?  Yes  No If yes, date:

Has your student been dismissed from Special Education Services?  Yes  No If yes, date:

I wish to be recognized as eligible to provide home instruction by selecting the option indicated below:  
(Check one below.)

- I have a high school diploma or a higher credential.  
(Attach a copy of the documentation that shows this.)
- I have the qualifications prescribed by the Board of Education for a teacher.  
(Attach a copy of a teaching license or a statement to this effect from the Virginia Department of Education.)
- I have provided a program of study or curriculum which is to be delivered through a correspondence course or a distance learning program or in some other manner.  
(Attach a notice of acceptance or other evidence of enrollment showing the name and address of the school and a list of subjects to be studied for the coming school year if the child is enrolled in a correspondence course or distance learning program. If you chose to provide a program of study or curriculum in some other manner as specified in the *Code*, a list of the subjects to be studied for the coming school year must be submitted to the school division.)
- I have attached to this notice a statement which describes why I am able to provide an adequate education for my child(ren).  
(Please contact your local school division to determine what its requirements are.)

As prescribed in §22.1-254.1 of the Code of Virginia, I have included or will provide the school division with a description of the curriculum, limited to a list of subjects to be studied during the coming school year, and evidence of having met one of the above criteria along with this notice by August 15 of each year. If I begin home instruction after the school year has started, I will submit this notice as soon as practicable and comply with the other requirements within 30 days of this notice to the school division.

I understand that by August 1 following this school year, I must provide evidence of educational achievement as prescribed in §22.1.254.1 of the Code of Virginia, which defines the requirements for home instruction.

I hereby certify that I am the parent, guardian, or legal custodian of the child(ren) listed above.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_  
(Please print or type)

Address \_\_\_\_\_  
Street City State Zip Code

Please return the completed notice, supporting documents, and any future correspondence to the address above – Attention: Dr. Marcia Jackson, Executive Director, Student Services.