

**HOME EDUCATION NOTIFICATION FORM  
3301-34-02 STATEMENT OF PURPOSE**

The purpose of the rules in this chapter is to prescribe conditions governing the issuance of excuses from school attendance under section 3321.04 of the Ohio Revised Code, to provide for the consistent application thereof throughout the state by superintendents, and to safeguard the primary right of parents to provide the education for their child (ren). Home education must be in accordance with the law.

**3301-34-02 NOTIFICATION**

(A) A parent who elects to provide home education shall supply the following information to the superintendent (\*or designee) of the public school district where the parent resides:

1. School year for which notification is made: \_\_\_\_\_
2. Name of parent: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ OHIO Zip Code \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_
3. Name, address and telephone number of person (s) who will be teaching the child subject set forth in paragraph (A) (5) of this rule, if other than the parent:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ OHIO Zip Code \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_
4. Full name and birth date of child (ren) to be educated at home:  

First Name	Middle Name	Last Name	Date of Birth 00/00/0000
_____	_____	_____	_____
_____	_____	_____	_____

5. Assurances:  
 Assurance that home education will include the following, except that home education shall not be required to include any concept, topic, or practice that is in conflict with sincerely held religious beliefs of the parent: (a) Language, reading, spelling and writing; (b) Geography, history of the United States, and Ohio, and national, state and local government; (c) Mathematics; (d) Science; (e) Health; (f) Physical education; (g) Fine arts, including music; and (h) First aid, safety and fire prevention.

(6)	<i>Assurances Continued</i>
<input type="checkbox"/>	Brief outline of intended curriculum for the current year. Such outline is for informational purposes only.
<input type="checkbox"/>	List of (a) textbooks; (b) correspondence courses; (c) commercial curricula; or (d) other basic teaching materials that the parent intends to use for home education. Such list is for informational purposes only.
<input type="checkbox"/>	Assurance that the child will be provided a minimum of nine hundred hours of home education each school year.
<input type="checkbox"/>	Assurance that the home education teacher has one of the following qualifications: (a) A high school diploma; or (b) The certificate of high school equivalence; or (c) standardized test scores that demonstrate high school equivalence; or (d) Other equivalent credential found appropriate by the superintendent; or (e) Lacking the above, the teacher must work under the direction of a person holding a baccalaureate degree from a recognized college until the child's or children's test results demonstrate reasonable proficiency or until the home teacher obtains a high school diploma or a certificate of high school equivalence.
<input type="checkbox"/>	The parent (s) shall affirm the above information supplied with his or her signature prior to providing it to the superintendent.

Signature of Affirmation by the Parent

Date

**3301-34-04 Academic Assessment**

- (A) The parent (s) shall send to the superintendent an academic assessment report of the child for the **previous school year at the time of supplying subsequent notification.**
- (B) The academic assessment report shall include one of the following:
- (1) Results of a nationally normed, standardized achievement test; or
  - (2) A written narrative prepared by a certified teacher or a person mutually agreed upon by the parents (s) and the superintendent, indicating that a portfolio of the child's work has been reviewed by that person and that the progress demonstrated for the year is in accordance with the child's abilities; or
  - (3) An alternative academic assessment mutually agreed upon by the parent and superintendent.

**SEND THIS COMPLETED HOME EDUCATION NOTIFICATION FORM TO**  
**Northwest Ohio Educational Service Center**  
**205 Nolan Pkwy**  
**Archbold, OH 43502**  
 OR  
**lschlosser@nwoesc.org**

\*Per Ohio Department of Education and ORC 3321.14; The designee who may be reviewing the notification could be a staff member of an educational service center the district has contracted with to perform attendance duties. Still, only the district superintendent may sign the excusal letter sent to the parent.