



# Notice of Intent to Pursue a Program of Home Education

Under Massachusetts G.L. LHEP, Ch. 76 § I  
2024-2025 Academic Year

Instructions: Please complete this form, attach the requested additional information, and mail, email, or fax it to the Office of Student, Family & Community Engagement before starting the home education program.

Office of Student, Family & Community Engagement  
Geraldo Acosta, Assistant Superintendent  
237 Essex Street - 4th Floor, Lawrence, MA 01840  
978-975-5900 ext 25750 • (Fax) 978-722-8542 • [Geraldo.Acosta@lawrence.k12.ma.us](mailto:Geraldo.Acosta@lawrence.k12.ma.us)

## Step 1

**Parent / Guardian Information:** Please also provide proof of residency in Lawrence, Massachusetts. A copy of a recent utility bill, rent, or mortgage receipt will be accepted.

Name of Parent(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_

Phone (Cell) \_\_\_\_\_

Email Address \_\_\_\_\_

## Step 2

**Child(ren) Information:** Please include a copy of each child's birth record to verify age (children must be six years of age by September 1st to qualify for Grade 1)

_____	_____	_____
First Child's Full Name	Date of Birth	2024-25 Grade

_____	_____	_____
Second Child's Full Name	Date of Birth	2024-25 Grade

_____	_____	_____
Third Child's Full Name	Date of Birth	2024-25 Grade

_____	_____	_____
Fourth Child's Full Name	Date of Birth	2024-25 Grade



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### Step 3

On a **separate sheet of paper**, describe the instructional program to be taught. Include subjects, curriculum materials, and the number of instructional hours in each proposed subject. Applicants may also wish to include other planned Educational Activities (Field Trips, etc.)

### Step 4

On a **separate sheet of paper**, describe the academic background, life experience, and/or qualifications of those who will be instructing the child(ren) as they relate to the instructional program described in response to #3.

### Step 5

Check the method of assessment to be provided:

Daily logs, journals, progress reports, portfolios, or dated work samples

An independent report made by someone acceptable to both the Superintendent's Office and the Parent(s) or Guardian(s).

Standardized Test Results

Consultation with the Assistant Superintendent

Any other method agreed to by both the Assistant Superintendent and home educator(s).



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## Step 6

The following signature confirms the intent to provide a minimum of 900 hours of instruction at the elementary level (Grades 1-8) and 990 hours at the secondary level (Grades 9-12).

### NOTES:

- A. The textbooks, workbooks, and other instructional aids to be used by the child(ren), along with lesson plans and teaching manuals to be used by the parents or guardians, may be reviewed upon request before the home school program is approved.
- B. A student approved for a Home Education Program in the Lawrence Public Schools is eligible to participate in any school-based academic, athletic, or enrichment program that may support his/her continued growth with the approval of the neighborhood school principal.
- C. Families approved for Homeschooling are urged to seek support from veteran homeschoolers. Homeschoolers should also search for established networks in the Greater Boston area, including Mass Hope, a faith-based homeschooling community.
- D. Should initiating a Home Education Program occur during the school year, the parent(s) or guardian(s) shall inform the office of the Assistant Superintendent as soon as possible before the student is removed from school. The parent(s) or guardian(s) should then complete and submit this Notice of Intent to Pursue a Program of Home Education in accordance with Massachusetts Annotated Laws ch.76 §1.
- E. Notices confirming approval of a Home Education Program (initial and continuing) are mailed as quickly as possible but generally before each new academic school year starts. When questions concerning a home education program plan are not resolved via telephone or email, a parent/administrative meeting may be scheduled.
- F. End-of-year assessment records should be provided by June 30th of each academic year. Many homeschool families rely on the California Achievement Test, which can be accessed at <http://www.setontesting.com/cat/>.
- G. Homeschooling families are asked to submit this notice by August 1st for continuation consideration. The superintendent's office should be notified should the family relocate from the district at any time during the school year.

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Signature of Parent/Guardian

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Date Submitted