



Dear Parent/Guardian,

To establish a Home Education program, you must submit a "Letter of Intent" to begin such a program to the public school Superintendent of your local school district. This "Letter of Intent" must include the name, address, and birth date of each child you will be enrolling as a student in your Home Education program. The "Letter of Intent" should be mailed or delivered to the Martin County School District, Student Service Department within thirty (30) days of the establishment of the Home Education program.

If you hold a valid Florida Teaching Certificate to teach the subjects or grade in which you will be providing instruction, please include a copy of this certificate with the "Letter of Intent" that you mail to the Student Services Department. All parents must maintain a portfolio of records and materials which document the instructional content of the program and the lessons completed by the student. This portfolio must be held for a minimum of three (3) years after you terminate your program.

Parents must provide for an annual evaluation from the options listed below;

- a. A written evaluation of the student's educational progress made by a teacher who holds a valid regular Florida Teaching Certificate at the elementary or secondary school level.
- b. The results of a nationally normed achievement test that is used by the school district and administered by a certified teacher.
- c. The results of the Florida Standards Assessment (FSA).
- d. A written evaluation by an individual holding a valid active psychologist or school psychologist license pursuant to the provisions of Section 490.003(3) or (7), Florida Statutes.
- e. The results of any other valid measurement tool mutually agreed upon by the district Superintendent and parent or guardian.

The school district will provide Home Education students with the opportunity to participate in annual evaluation option "c", **Florida Assessment Test (FSA)**, at a selected school site. If option "c" (FSA) is selected you should contact the public school that your child would attend if he/she were enrolled **on or before December 1** to begin to schedule the FSA evaluation. FSA testing begins early in the month of February so it is essential that your local school receive notice of your intent to participate in FSA testing in a timely fashion.

Sincerely,

Michelle Villwock

Coordinator of Student Services
Martin County School District