

SCHOOL BOARD  
Rodney Tyler, Chair  
Joy Harris, Vice Chair  
Martha Harris  
E. Preston Adkins  
Royce Paige



10035 Courthouse Road  
Charles City, Virginia 23030

Dalphine A. Joppy, Ed.D.  
Superintendent

Phone: (804) 652-4612  
Fax: (804) 829-2363  
www.ccps.net

### Notice of Intent to Provide Home Instruction

I am providing notice of my intention to provide home instruction for the child(ren) listed below as provided by § 22.1-254.1 of the Code of Virginia, in lieu of having them attend school for the school year 20\_\_\_\_ - 20\_\_\_\_\_.

Name(s) of Child(ren)	Date of Birth	Grade Level
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 supporting documentation.)

**I have the qualifications prescribed by the Board of Education for a teacher.**

(Attach a copy of a teaching license or a letter of eligibility for licensure in Virginia.)

**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 the subjects to be studied for the current school year.)

**I have attached to this notice a statement which describes why I am able to provide an adequate education for my child(ren).**

(Evidence of a parent's ability to provide an adequate education will be determined based on the information submitted for consideration on an individual basis.)

As prescribed in § 22.1-254.1 of the Code of Virginia, I have included or will provide the school division with a list of the subjects to be studied for the current school year. I have also included or will provide evidence of having met one of the above criteria along with this Notice by **August 17** 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 or guardian of the child(ren) listed above.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

This Intent Form and Evidence of Educational Achievement can be emailed or mailed to:

Linda Easter, Student Data Manager/Registrar at the address above or at leaster@ccps.net.

If you prefer to drop this off in person, there is a secure Drop-Box located directly next the School Board Office Entrance Buzzer.