

Date Revised: July 28, 2005

PROCEDURE FOR ENROLLMENT FROM NON-PUBLIC (IN-HOME) SCHOOLS

I. Introduction

Home schools must meet specific requirements established by the North Carolina Governor's Office, Division of Non-Public Education. Home schools are strongly encouraged to offer daily instruction of at least similar quality, scope, and duration as the local conventional schools.

II. Procedures for Enrollment

The parents of a student who has received home school instruction should contact the Assistant Superintendent for Curriculum and Instruction (or his/her designee) and the principal of the local school which the student would attend for assistance in enrollment procedures. It is recommended that this contact be made in the spring preceding the school year in which the student wishes to enroll in the public school.

III. Procedures for Grade Placement and Award of Academic Credit

Students who have been in a home school in North Carolina and later enroll in Pitt County Schools must meet the following requirements in the home school.

A. Grade K-8

1. The public school shall be provided with:
 - a. documentation of registration of the home school with the North Carolina Division of Non-Public Education
 - b. the student's birth certificate
 - c. the student's immunization record
 - d. the student's attendance records
 - e. the annual nationally standardized testing results for the student
2. A full school year of at least 160 days must have been completed successfully for each grade level (K, 1, 2, 3, 4, 5, 6, 7, and 8) for the student who seeks credit.
3. In addition to the criteria described above, the principal MAY consider the student's chronological age, social development, emotional maturity, physical development, and the desire of the parent when determining appropriate grade placement.
4. At the discretion of the principal of the local school which the student would attend, a trial grade placement, with a 6 week review, may be deemed necessary in those cases when an appropriate grade placement remains in question.
5. THE PRINCIPAL SHALL MAKE THE FINAL DECISION REGARDING CREDIT FOR GRADE LEVELS COMPLETED AND GRADE PLACEMENT.

B. Grade 9-12

1. The public school shall be provided with:
 - a. documentation of registration of the home school in North Carolina with the North Carolina Division of Non-Public Education
 - b. the student's birth certificate
 - c. the student's immunization record
 - d. the student's attendance records
 - e. the annual nationally standardized testing results for the student
2. For consideration in the course work validation process, the student having received home instruction shall produce:
 - a. evidence of 135 hours of instruction
 - b. the curriculum used
 - c. state documentation of a passing score on the end-of-course test in all subjects in which such a test is available
 - d. any other documentation requested by principal
3. Credit toward promotion or graduation for each home school course in which a student demonstrates mastery according to performance on the appropriate test will be recorded on the student's transcript. A grade of C (passing) or F (failing) will be recorded for each of these courses, with no curriculum level or course weight considered. Class rank for students transferring from a home school will not be calculated.
4. THE PRINCIPAL SHALL MAKE THE FINAL DECISION REGARDING CREDIT FOR ANY COURSE OR GRADE LEVEL COMPLETED.

IV. Accredited Private Schools

This policy does not apply to students who attend an accredited private school. Transfer students from such schools will continue to be accepted and evaluated on the basis of the record or transcript presented from the school.