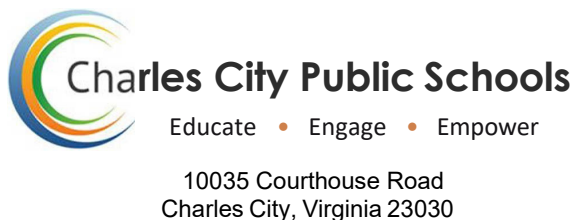


SCHOOL BOARD  
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Marchelle Hampton  
Royce Paige



Dalphine A. Joppy, Ed.D.  
Superintendent

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

## Notice of Intent to Provide Home Instruction

- Please note that Parents are not required to fill out The Charles City Public Schools *Notice of Intent to Provide Home Instruction* form.
- Parents may choose to use another prepared form, or they may write a letter to notify.

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)	Address (optional)	Age as of Sept 30 (optional)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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.**
- If the child is enrolled in a correspondence course or distance learning program, the parent must submit evidence of such enrollment and a list of the subjects to be studied for the coming year to the school division.
  - If the teaching parent provides a program of study or curriculum that is delivered through any other manner, a list of the courses to be studied for the coming year must be submitted to the school division.
- ☐ **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 15** 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](mailto:leaster@ccps.net).

If you prefer to drop this off in person, there is a secure Drop-Box located directly next to the School Board Office Entrance Buzzer at 10035 Courthouse Road, Charles City, VA 23030

Revised January 2024