



New Mexico Public Education Department
Attention: Home School Bureau
300 Don Gaspar Avenue
Santa Fe, NM 87501-2786
Phone: (505) 827-6909

Notification and Establishment of a Home School

This form must be completed and submitted to the Secretary of Education within thirty (30) days of the establishment of a home school and again by August 1st of each subsequent year.

NO SUBMISSIONS WILL BE ACCEPTED OR PROCESSED THAT ARE NOT COMPLETELY FILLED OUT AND UNCHANGED FROM THIS FORM

Please type or print legibly. All information must be completed.

School district where student and custodial parent(s)/guardian(s) is a resident

Legal name of custodial parent(s)/guardian(s)

Legal name of non-custodial parent(s) who retain some legal parental rights

Legal name of individual(s) providing instruction in the home school

Minimum Education Level of Instructor ___ High School ___ GED

Physical Home Address of student and custodial parent(s)/guardian(s):

Street Address

City

State

Zip Code

Child's name (First, Middle, Last)

Date of birth

Child's name (First, Middle, Last)

Date of birth

Child's name (First, Middle, Last)

Date of Birth

Child's name (First, Middle, Last)

Date of Birth

Required Assurances

Initial by each assurance:

- ___ I understand that my home school student is subject to the provisions of the Compulsory School Attendance Law and is **required** to attend home school for at least the length of time of the school year that is established in the local school district.
- ___ At a minimum, my home school student **must** be engaged in directed instructional activities (which is **not** inclusive of lunch) for the following amounts of time annually:
- ___ For students in grades kindergarten (K) through six (6): nine hundred ninety (990) hours per year or five and one half (5 ½) hours per day for one hundred eighty (180) days
 - ___ For students in grades seven (7) through twelve (12): one thousand eighty (1,080) hours per year or six (6) hours per day for one hundred eighty (180) days
- ___ I understand that my home school student **must** attend school until the student is at least eighteen years of age, has graduated from high school, or has received a high school equivalency credential.
- ___ I understand that my student's home study program of instruction **must** include instruction in reading, language arts, mathematics, social studies and science.
- ___ I understand that all instruction in the student's home study program of instruction **must** be provided by a person possessing at least a high school diploma or its equivalent.
- ___ I understand that I am **obligated** to either maintain records of student disease immunization or a waiver of that requirement for my home school student.
- ___ I understand that I **must** use the home school registration form made available by the department and posted on the department's web site to notify the department within thirty days of the establishment of the home school .
- ___ I understand that I **must** notify the department on or before August 1 of each subsequent year of operation of the home school.
- ___ I understand that it is the responsibility of the Public Education Department ("department") to enforce requirements for home schools and that upon finding that a home school is not in compliance with law, the department may order that a student attend a public school or a private school.
- ___ Upon receipt of verified information that a school age child whose parent(s)/guardian(s) have previously filed a home school notification about that child with the department but that child has failed or refused to participate in, or is no longer being offered, any home-study program of instruction, the department may obtain a reasonable assurance from the parent(s) or guardian that the child is actually engaged in a home-study program of instruction.
- ___ Upon a determination that a home school student is repeatedly not (or no longer) engaged in a home-study program of instruction, the department may order that the home school habitual truant attend a public school, or at the election of his parent/guardian, a private school.

Statement of Accuracy

The information given by me in this notification of establishment of a home school form is true and correct to the best of my knowledge and belief.

Signature of parent or legal guardian

Date

Phone # _____

E-Mail _____