

# NOTICE OF INTENT TO PROVIDE HOME INSTRUCTION

Please complete and return to:

Kimberly Lee, Home Instruction Specialist  
Henrico County Public Schools  
3820 Nine Mile Road - PO BOX 23120  
Henrico, Virginia 23223

Phone: 804-652-3471

Fax: 804-652-3400

Email: [HomeInstruction@henrico.k12.va.us](mailto:HomeInstruction@henrico.k12.va.us)

I am providing notice of my intention to provide home instruction for the child/children listed below as provided for by §22.1-254.1 of the Code of Virginia in lieu of having them attend public school.  
School year (2020 - 2021)

Child/Children's Names	Date of Birth	Grade Level

I wish to be recognized as eligible to provide home instruction by selecting the option indicated below (check one):

- I have a high school diploma or a higher credential. (Attach a copy of the documentation that shows this AND a description of the curriculum, limited to a list of subjects to be studied for the upcoming year).
- I have the qualifications prescribed by the Board of Education for a teacher. (Attach a copy of a teaching license or a statement to this effect from the Virginia Department of Education AND a description of the curriculum, limited to a list of subjects to be studied for the upcoming year).
- 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 subjects to be studied for the coming school year if the child is enrolled in a correspondence course or distance learning program. If you choose to provide a program of study or curriculum in some other manner as specified in the *Code*, a list of the subjects to be studied for the coming school 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) (§ 22.1-254.1A) Prior to submitting the notice of intent and statement, it is recommended that parents filing under this option contact the local school division to determine what its requirements are.

As prescribed in §22.1-254.1 of the *Code of Virginia*, I have included or will provide the school division with a description of the curriculum, limited to a list of courses to be studied and evidence of having met one of the above criteria along with this Notice by August 15th 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 1st of 2021, 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 or children listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print or type name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: (Optional) \_\_\_\_\_ Cell Phone: (Optional) \_\_\_\_\_

Email Address: (Optional) \_\_\_\_\_