



**TAYLOR COUNTY BOARD OF EDUCATION  
71 UTT, GRAFTON WV 26354**

**NOTIFICATION PROCEDURES  
FOR  
HOME INSTRUCTION**

In accordance with West Virginia Code 18-8-1, Exemption (c), the following information shall be provided to Taylor County Schools prior to Home Instruction taking place.

1. The person or persons providing home instruction shall present to the county superintendent or county board of education a notice of intent to provide home instruction on or before the date home instruction is to begin. The notice must include the child's name, address, and age any child of compulsory school age to be instructed.
2. The person or persons providing home instruction submit satisfactory evidence of a high school diploma or equivalent.
3. The person or persons providing home instruction shall outline a plan of instruction for the ensuing school year.
4. The person or persons providing home instruction shall annually obtain an academic assessment of the child for the previous school year. This shall be satisfied in one of the following ways:
  - a. Nationally normed standardized testing
  - b. Participates in the testing program in use in the state's public schools.
  - c. A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities. This narrative shall be prepared by a certified teacher or other person mutually agreed upon by the parent and county superintendent.
  - d. An alternative academic assessment that is mutually agreed upon by the parents and the county superintendent.

Parents must maintain copies of the assessments for at least 3 years. Parents must submit the results of the 3<sup>rd</sup>, 5<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grade assessment to the superintendent by June 30<sup>th</sup>.

5. Remediation needs must be addressed by the plan. Any existing handicapping condition must be addressed for your child as warranted.

All requests/notifications to provide home instruction are reviewed by the Taylor County Superintendent of Schools. Once the home instruction notification has been verified as to meeting the requirements of the law, Taylor County Schools will assist you in obtaining student textbooks if requested in writing, subject to their availability as defined in West Virginia Code.

**\*\*Please note:** Credit toward graduation from a public high school cannot be earned through home instruction.

Address all home instruction notifications to:

Jennifer McCarthy  
Attendance Director/ Home School Coordinator  
304-265-2497 ext. 20  
[jmccarthy@k12.wv.us](mailto:jmccarthy@k12.wv.us)



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**Notice of Intent to Home School under §18-8-1**

Parent/Guardian: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Name of person providing the instruction: \_\_\_\_\_

Evidence of high school diploma or equivalent \_\_\_\_\_ attached \_\_\_\_\_ on file

Childs Name	Age	Grade Level
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Outline of plan of instruction:

I will use the following to provide instruction for above listed students: (Please attach additional page for curricular plans as needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I/we will submit an academic assessment of the child(ren) by June 30th of the appropriate school year.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

**Submit to:**

**Taylor County Schools Attn: Jennifer McCarthy, Attendance Director/Home School Coordinator**