



April 21, 2020

Re: Home Instruction Review Process during COVID 19 Closures

Dear Home Instruction Family,

After consultation with the Maryland State Department of Education, our Superintendent has approved the following “Review Process” for families enrolled in Home Instruction in Anne Arundel County. The requirements below ensure compliance with COMAR 13A.10.01.01-05 for the second semester of the 2019-2020 school year.

Spring Review Process for families who participated and were deemed compliant during the fall/winter portfolio review process of the current school year (2019-2020):

- *Assurance Form* - Complete and sign form which indicates your commitment to regular and thorough instruction.
- Click on the link below to sign the form. One form per student is required. After you submit the first form you will be given the option to submit another form for additional children. The due date is Friday, May 29, 2020.

<https://forms.gle/UQbJ8MzhFHx66XJQ9>

Spring Review Process for families new to Home Instruction during the 2019-2020 school year (enrollment dates from November 11, 2019 through April 5, 2020):

- *Summary Form* - Complete and submit form which summarizes your home instruction program. This document is aligned to the face-to-face review process and contains all home instruction COMAR components.
- Click on the link below to complete and submit the form. One form per student is required. After you submit the first form you will be given the option to submit another form for additional children. The due date is Friday, May 29, 2020.

<https://forms.gle/UZN6yDHuZAsmRxwa9>

Home Instruction reviews are not negotiable. In fact, they are dictated by the Code of Maryland Regulation (COMAR). The options outlined in this communication, we believe, meet the portfolio review requirement while recognizing the current health crisis. Once schools reopen for students, we expect to return to a face-to-face portfolio review process.

Please note that if you do not respond you will be considered non-compliant. This will require either a virtual meeting or full submission of portfolio artifacts demonstrating Home Instruction compliance. In this time of uncertainty your partnership is critical.

If you are no longer home instructing your child or children, please immediately notify our office via email. Contact information is below. Additionally, if technology access is an issue, please contact me no later than Friday, May 8th so that an alternative portfolio submission plan can be developed.

Sincerely,

Faith Culp

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Specialist, Office of Home Instruction

Advanced Studies and Programs

cc: File, Office of Home Instruction

