

Please Check One:       **FULL TIME HOME SCHOOL**       **PART-TIME HOMESCHOOL**

**Renewal** Home School Notification to CCSD:     **YES**     **NO**

HOME-SCHOOL EDUCATIONAL PROGRAMS FOR CHILDREN  
PARENT NOTIFICATION TO CHERRY CREEK SCHOOL DISTRICT #5  
**2017-18 SCHOOL YEAR**

This form is designed to comply with Colorado Revised Statutes section 22-33-104.5(3)(e) which states, in pertinent part:

*Any parent establishing a nonpublic home-based educational program shall provide written notification to a school district fourteen days prior to the establishment of said program and **each** year thereafter if the program is maintained. The parent in charge and in control of a nonpublic home-based educational program shall certify, in writing, only a statement containing the name, age, place of residence, and number of hours of attendance of each child enrolled in said program. The students listed shall receive an education program no less than 173 days of instruction, averaging 4 instructional contact hours per day.*

Guardian #1: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Guardian #2: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent Contact Email: \_\_\_\_\_

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

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home School Start Date for the 2017-18 SY  
(Allow Minimum of 14 Days)

List participating students below:

STUDENT'S NAME (include FULL middle name)	DATE OF BIRTH	AGE	SCHOOL PRESENTLY ATTENDING	GRADE LEVEL	# HOURS / DAY OF AT HOME INSTRUCTION
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Identify name and telephone number of independent or parochial school where test results will be submitted if other than the Cherry Creek School District.*

\_\_\_\_\_  
School Name \_\_\_\_\_ Office Telephone \_\_\_\_\_

I hereby certify that the information provided above is true and correct.

Signature of Parent/Guardian #1 \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian #2 \_\_\_\_\_ Date \_\_\_\_\_

*(Only one parent/guardian signature required)*

**Mail this form to: Vicky Lisi 9150 East Union Av, Greenwood Village, CO 80111 OR**

**Fax: 720-554-4558 OR Email: vlisi@cherrycreekschools.org**

.....  
(DO NOT WRITE BELOW THIS LINE)

Received by CCSD : \_\_\_\_\_ Date: \_\_\_\_\_

District Admissions & Student Records  
Cherry Creek School District  
9150 East Union Ave  
Greenwood Village, Colorado 80111



To: Parents/Guardians of Students Enrolling in Home-based Education Programs

From: Vicky Lisi, Manager of District Admissions & Student Records

**RE: HOME-BASED EDUCATIONAL PROGRAMS FOR CHILDREN**

For your convenience, you will find three documents attached: 1) Colorado Revised Statutes (“C.R.S.”) sections 22-33-104 titled “*Compulsory School Attendance Law*” which, in part, governs school attendance in Colorado; and 2) C.R.S. § 22-33-104.5 titled “*Home School Law*” which governs home schooling in Colorado; and 3) Cherry Creek School District Board of Education *Policy IHBG*.

**Please read each of these in their entirety and consult legal counsel if you have any questions or concerns.**

In addition, you may find information on home schooling on the Colorado Department of Education website at <http://www.cde.state.co.us/choice/homeschool>.

Finally, please note that it is the parent/guardian’s responsibility to provide the course of study, books, materials and testing. Full-time home school students are no longer registered with the District.

If you have any questions, please do not hesitate to contact me at 720-554-4555.

**Compulsory School Attendance Law**  
**Title 22, Colorado Revised Statutes: Education Article 33:**  
**School Attendance Law of 1963 Section 104**

*This portion of Colorado Revised Statutes has been reprinted with the permission of the committee on Legal Services in accordance with section 2-5-118, C.R.S. It is an abbreviated version with information specific to home based education and an unofficial publication of Colorado Revised Statutes.*

**22-33-104. Compulsory school attendance.**

(1) (a) Except as otherwise provided in subsection (2) of this section, every child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years, except as provided by this section, shall attend public school for at least the following number of hours during each school year:

(I) One thousand fifty-six hours if a secondary school pupil;

(II) Nine hundred sixty-eight hours if an elementary school pupil in a grade other than kindergarten;

(III) Nine hundred hours if a full-day kindergarten pupil; or

(IV) Four hundred fifty hours if a half-day kindergarten pupil.

(b) Notwithstanding the provisions of paragraph (a) of this subsection (1), a school or schools shall not be in session for fewer than one hundred sixty days without the specific prior approval of the commissioner of education.

(c) A student who participates in an on-line program pursuant to the provisions of article 30.7 of this title shall be deemed to attend school in accordance with the requirements of this subsection (1).

(d) Nothing in this section shall be interpreted to require a child who begins attending preschool or kindergarten at five or six years of age to advance to first grade in the following school year. A parent of a child who began attending preschool or kindergarten at five or six years of age may notify the child's school of the parent's wish that the child not advance to first grade in the following school year, and a school that receives such notice shall not advance the child to first grade in the following school year.

(2) The provisions of subsection (1) of this section shall not apply to a child:

(a) Who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance;

(b) Who is enrolled for a minimum of one hundred seventy-two days in an independent or parochial school which provides a basic academic education. "Basic academic education" for the purpose of this article means the sequential program of instruction provided by an independent or parochial school. Such program shall include, but not be limited to, communication skills of reading, writing, and speaking, mathematics, history, civics, literature, and science.

(c) Who is absent for an extended period due to physical, mental, or emotional disability;

(d) Who has been suspended, expelled, or denied admission in accordance with the provisions of this article; except that, when a pupil is expelled for the remainder of the school year, the parent, guardian, or legal custodian is responsible for seeing that either the provisions of subsection (1) of this section are complied with during the period of expulsion from the school district or that the pupil meets the conditions for exemption specified in paragraph (b) or (i) of this subsection (2);

(e) To whom a current age and school certificate or work permit has been issued pursuant to the "Colorado Youth Employment Opportunity Act of 1971", article 12 of title 8, C.R.S.;

(f) Who is in the custody of a court or law enforcement authorities;

(g) Who is pursuing a work-study program under the supervision of a public school;

(h) Who has graduated from the twelfth grade;

(i) Who is being instructed at home:

(I) By a teacher licensed pursuant to article 60.5 or 61 of this title; or

(II) Under a nonpublic home-based educational program pursuant to section 22-33-104.5.

(III) (Deleted by amendment, L. 2003, p. 2131, § 24, effective May 22, 2003.)

(j) Who is enrolled in a school where the state board of education has approved a lesser number of days.

(3) Unless within one of the exceptions listed in subsection (2) of this section, a child who is deaf or blind, and who has attained the age of six years and is under the age of seventeen, shall attend, for at least one hundred seventy-two days during the school year, a school which provides suitable specialized instruction. The provisions of this subsection (3) shall not apply to a child if the Colorado school for the deaf and the blind refuses him admission and it is impractical to arrange for attendance at a special education class, as provided in article 20 of this title, within daily commuting distance of the child's home. If any school providing instruction for deaf or blind children offers fewer than the necessary one hundred seventy-two days of instruction, the school shall file with the school district in which it is located a report showing the number of days classes were held and the names and ages of the children enrolled.

(4) (a) The board of education shall adopt a written policy setting forth the district's attendance requirements. Said policy shall provide for excused absences, including those listed as exclusions from compulsory school attendance in accordance with subsection (2) of this section. An attendance policy developed pursuant to this section may include appropriate penalties for nonattendance due to unexcused absence.

(b) The attendance policy adopted pursuant to this subsection (4) shall specify the maximum number of unexcused absences a child may incur before the attorney for the school district, the attendance officer, or the local board of education may initiate judicial proceedings pursuant to section 22-33-108. Calculation of the number of unexcused absences a child has incurred includes all unexcused absences occurring during any calendar year or during any school year.

(c) On or before January 1, 2009, the state board shall adopt rules establishing a standardized calculation for counting unexcused absences of students, including the circumstance in which a student is absent for part of a school day, and the format for reporting the information to the department pursuant to section 22-33-107.

(5) (a) The general assembly hereby declares that two of the most important factors in ensuring a child's educational development are parental involvement and parental responsibility. The general assembly further declares that it is the obligation of every parent to ensure that every child under such parent's care and supervision receives adequate education and training. Therefore, every parent of a child who has attained the age of six years on or before August 1 of each year and is under the age of seventeen years shall ensure that such child attends the public school in which such child is enrolled in compliance with this section.

(b) Parents whose children are enrolled in an independent or parochial school or a non-public home-based educational program pursuant to the provisions of subsection (2) of this section shall be exempt from the requirements of this subsection (5).

# Home School Law

## **Title 22, Colorado Revised Statutes: Education Article 33: School Attendance Law of 1963 Section 104.5, as amended**

This portion of Colorado Revised Statutes has been reprinted with the permission of the committee on Legal Services in accordance with section 2-5-118, C.R.S. It is an unofficial publication of Colorado Revised Statutes.

### **22-33-104.5. Home-based education - legislative declaration - definitions - guidelines.**

(1) The general assembly hereby declares that it is the primary right and obligation of the parent to choose the proper education and training for children under his care and supervision. It is recognized that home-based education is a legitimate alternative to classroom attendance for the instruction of children and that any regulation of nonpublic home-based educational programs should be sufficiently flexible to accommodate a variety of circumstances. The general assembly further declares that nonpublic home-based educational programs shall be subject only to minimum state controls which are currently applicable to other forms of nonpublic education.

(2) As used in this section:

(a) "Nonpublic home-based educational program" means the sequential program of instruction for the education of a child which takes place in a home, which is provided by the child's parent or by an adult relative of the child designated by the parent, and which is not under the supervision and control of a school district. This educational program is not intended to be and does not qualify as a private and nonprofit school.

(b) "Parent" includes a parent or guardian.

(c) "Qualified person" means an individual who is selected by the parent of a child who is participating in a nonpublic home-based educational program to evaluate such child's progress and who is a teacher licensed pursuant to article 60.5 of this title, a teacher who is employed by an independent or parochial school, a licensed psychologist, or a person with a graduate degree in education.

(3) The following guidelines shall apply to a nonpublic home-based educational program:

(a) A parent or an adult relative designated by a parent to provide instruction in a nonpublic home-based educational program shall not be subject to the requirements of the "Colorado Educator Licensing Act of 1991", article 60.5 of this title, nor to the provisions of article 61 of this title relating to teacher employment.

(b) A child who is participating in a nonpublic home-based educational program shall not be subject to compulsory school attendance as provided in this article; except that any child who is habitually truant, as defined in section 22-33-107 (3), at any time during the last six months that the child attended school before proposed enrollment in a nonpublic home-based educational program may not be enrolled in the program unless the child's parents first submit a written description of the curricula to be used in the program along with the written notification of establishment of the program required in paragraph (e) of subsection (3) to any school district within the state.

(c) A nonpublic home-based educational program shall include no less than one hundred seventy-two days of instruction, averaging four instructional contact hours per day.

(d) A nonpublic home-based educational program shall include, but need not be limited to, communication skills of reading, writing, and speaking, mathematics, history, civics, literature, science, and regular courses of instruction in the constitution of the United States as provided in section 22-1-108.

(e) Any parent establishing a nonpublic home-based educational program shall provide written notification of the establishment of said program to a school district within the state fourteen days prior to the establishment of said program and each year thereafter if the program is maintained. The parent in charge and in control of a nonpublic home-based educational program shall certify, in writing, only a statement containing the name, age, place of residence, and number of hours of attendance of each child enrolled in said program. Notwithstanding the provisions of section 22-33-104 (1), a parent who intends to establish a nonpublic home-based education program is not required to:

(I) Provide written notification of the program to a school district within the state until the parent's child is six years of age;

(II) Establish the program until the parent's child is seven years of age; or

(III) Continue the program or provide the notification after the child is sixteen years of age.

(f) Each child participating in a nonpublic home-based educational program shall be evaluated when such child reaches grades three, five, seven, nine, and eleven. Each child shall be given a nationally standardized achievement test\* to evaluate the child's academic progress, or a qualified person shall evaluate the child's academic progress. The test or evaluation results, whichever is appropriate, shall be submitted to the school district that received the notification required by paragraph (e) of this subsection (3) or an independent or parochial school within the state of Colorado. If the test or evaluation results are submitted to an independent or parochial school, the name of such school shall be provided to the school district that received the notification required by paragraph (e) of this subsection (3). The purpose of such tests or evaluations shall be to evaluate the educational progress of each child. No scores for a child participating in a nonpublic home-based educational program shall be considered in measuring school performance or determining accreditation pursuant to article 11 of this title.

(g) The records of each child participating in a nonpublic home-based educational program shall be maintained on a permanent basis by the parent in charge and in control of said program. The records shall include, but need not be limited to, attendance data, test and evaluation results, and immunization records, as required by sections 25-4-901, 25-4-902, and 25-4-903, C.R.S. Such records shall be produced to the school district that received the notification required by paragraph (e) of this subsection (3) upon fourteen days' written notice if the superintendent of said school district has probable cause to believe that said program is not in compliance with the guidelines established in this subsection (3).

(4) Any child who has participated in a nonpublic home-based educational program and who subsequently enrolls in the public school system may be tested by the school district for the purpose of placing the child in the proper grade and shall then be placed at the grade level deemed most appropriate by said school district, with the consent of the child's parent or legal guardian. The school district shall accept the transcripts for credit from non-public home-based educational program for any such child; except that the school district may reject such transcripts if the school district administers testing to such child and the testing does not verify the accuracy of such transcripts.

(5) (a) (I) If test results submitted to the appropriate school district pursuant to the provisions of paragraph (f) of subsection (3) of this section show that a child participating in a nonpublic home-based educational program received a composite score on said test which was above the thirteenth percentile, such child shall continue to be exempt from the compulsory school attendance requirement of this article. If the child's composite score on said test is at or below the thirteenth percentile, the school district shall require the parents to place said child in a public or independent or parochial school until the next testing period; except that no action shall be taken until the child is given the opportunity to be retested using an alternate version of the same test or a different nationally standardized achievement test selected by the parent from a list of approved tests supplied by the state board.

(II) If evaluation results submitted to the appropriate school district pursuant to the provisions of paragraph (f) of subsection (3) of this section show that the child is making sufficient academic progress according to the child's ability, the child will continue to be exempt from the compulsory school attendance requirement of this article. If the evaluation results show that the child is not making sufficient academic progress, the school district shall require the child's parents to place the child in a public or independent or parochial school until the next testing period.

(b) If the child's test or evaluation results are submitted to an independent or parochial school, said school shall notify the school district that received the notification pursuant to paragraph (e) of subsection (3) of this section if the composite score on said test was at or below the thirteenth percentile or if the evaluation results show that the child is not making sufficient academic progress. The school district shall then require the parents to proceed in the manner specified in paragraph (a) of this subsection(5).

(6) (a) If a child is participating in a nonpublic home-based educational program but also attending a public school for a portion of the school day, the school district of the public school shall be entitled to count such child in accordance with the provisions of section 22-54-103 (10) for purposes of determining pupil enrollment under the "Public School Finance Act of 1994", article 54 of this title.

(b)(I) For purposes of this subsection (6), a child who is participating in a nonpublic home-based educational program shall have the same rights as a student enrolled in a public school of the school district in which the child resides or is enrolled and may participate on an equal basis in any extracurricular or interscholastic activity offered by a public school or offered by a private school, at the private school's discretion, as provided in section 22-32-116.5 and is subject to the same rules of any interscholastic organization or association of which the student's school of participation is a member.

(II) (A) Except as provided for in sub-subparagraph (B) of this subparagraph (II), for purposes of section 22-32-116.5, the school district of attendance for a child who is participating in a nonpublic home-based educational program shall be deemed to be the school district that received the notification pursuant to paragraph (e) of subsection (3) of this section.

(B) For purposes of section 22-32-116.5, the school district of attendance for a child who withdraws from a public or private school more than fifteen days after the start of the school year and enters a non-public home-based educational program shall be the school district or private school from which the child withdrew for the remainder of that school year. If, during the remainder of that academic year, the child chooses to participate in extracurricular or interscholastic activities at the same school and was eligible for participation prior to withdrawing from the school, the child remains eligible to participate at such school.

(c) No child participating in an extracurricular or interscholastic activity pursuant to paragraph (b) of this subsection (6) shall be considered attending the public school district where the child participates in such activity for purposes of determining pupil enrollment under paragraph (a) of this subsection (6).

(d) As used in this subsection (6), "extracurricular or interscholastic activities" shall have the same meaning as "activity" as set forth in section 22-32-116.5 (10).

(e) If any fee is collected pursuant to this subsection (6) for participation in an activity the fee shall be used to fund the particular activity for which it is charged and shall not be expended for any other purpose.

## **Home Schooling**

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his child, the following procedures shall be followed in accordance with law:

1. The parent/guardian must submit on an annual basis written notification of establishment of the home-based program to the district's director of student services 14 days before the program is established.
2. The parent/guardian must certify in writing, on a form provided by the district, the name, age, place of residence and number of hours of attendance of each of his children in the program.
3. The superintendent shall give the parent 14 days written notice to produce records required by law if he has probable cause to believe the program is not in compliance with the law.
4. The Executive Director of Student Achievement Services shall review the test results of each student in home-based programs when the student is evaluated in the third, fifth, seventh, ninth and 11th grades. The student's academic progress shall be evaluated either by giving a nationally standardized achievement test or by submitting an evaluation of the student conducted by a qualified person as defined in state law. The Executive Director of Student Achievement Services shall be responsible for reviewing the student's evaluation which either shall be submitted to the district or to an independent or parochial school in Colorado. If the test or evaluation results are submitted to an independent or parochial school, the name of the school shall be provided to the district.
5. If the student's composite score on the test is above the 13th percentile, the student shall continue to be eligible for the home-based educational program and exempt from compulsory school attendance laws. If his score is at or below the 13th percentile, his parent/guardian shall be given the opportunity to have him retested using an alternate version of the same test or a different nationally standardized test selected by the parent/guardian from a list supplied by the State Board of Education.
6. If the composite score on a retest continues to be at or below the 13th percentile, or if the evaluation conducted by a qualified person indicates the student is not making sufficient academic progress, the district shall take steps to require the parent/guardian to enroll the student in a public, independent, or parochial school.

### **Extracurricular and interscholastic activities**

Students participating in home-based educational programs shall have the same rights as district students to participate in district extracurricular and interscholastic activities if they meet the requirements of state law and district policy. Such participation is subject to the same rules of any interscholastic organization or association of which the district is a member.

If the student withdraws from the school district more than 15 days after the start of the school year and enters a home-based educational program, the school district shall remain the child's district of residence. If the child was eligible to participate in extracurricular or interscholastic activities when he or she withdrew, the child will remain eligible to participate for the remainder of the academic year.

### **Habitually Truant Students**

Any student who has been declared habitually truant at any time during the last six months of attending public school before the proposed enrollment in a home-based educational program may not be enrolled unless the parent/guardian first submits a written description of the curricula to be used along with the written notification required in paragraph #1 above.

## Re-entering District Schools

A student from a home-based program may re-enter the district's schools at any time. The school district shall place the student at the grade level deemed most appropriate by the school district with the consent of the child's parent/guardian. All students from home-based programs must demonstrate proficiency in the district-adopted content standards at their appropriate placement level before being placed in that particular grade. The district may test the student to determine placement.

The district shall accept the transcripts from a home-based educational program. In order to determine whether the courses and grades earned are consistent with district requirements and district academic standards, the district shall require submission of the student's work or other proof of academic performance for each course for which credit toward graduation is sought. In addition, the district may administer testing to the student to verify the accuracy of the student's transcripts. The district may reject any transcripts that cannot be verified through such testing.

Revised: March 11, 2002

Adopted: April 15, 2002

LEGAL REFS.: C.R.S. 22-33-104.5 (home-based education law)  
C.R.S. 22-33-104.5(3)(f) (scores on nationally standardized tests or evaluations required in paragraph 4 above, are not considered when the state awards academic performance grades to each school)  
  
C.R.S. 22-33-107 (compulsory attendance law)  
C.R.S. 22-32-116.5(2) (extracurricular and interscholastic activities)  
C.R.S. 22-7-409(1.2)(d)(I)(C)(III) (home school students not required to take state assessments)

CROSS REF.: JGA, Assignment of New Students to Classes and Grade Levels  
JHB, Unexcused Absences/Tuancy