

# Appendix B



## Notice of Intent and Registration of a Home-based Education Program

### Policy

A home-based education program is an educational program:

- that is provided to a student who has attained the age of 6 years but not attained the age of 18 years;
- that is started at the initiative of and is under the direction of the parent or guardian of the student; and,
- in which the student is receiving instruction at and from the home of the student.

Parents means parents, guardians, or lawful custodians of a student between the ages of 6 and 17 inclusive.

Parents who elect to provide a home-based education program to a student of compulsory school age (ages 7 to 15 inclusive) are required to notify a registering authority on the present prescribed form before commencing their program.

Parents who are providing a home-based education program for a student aged 6, 16, or 17 (i.e. not of compulsory school age) are entitled to have their program registered with a registering authority.

A registering authority means either:

- the board of education of the school division in which the parents of the student are resident pursuant to *The Education Act, 1995, or,*
- Saskatchewan Ministry of Education

No aspect of this notice is intended to diminish or to infringe on the right of parents to educate their children at and from their home in accordance with their conscientious beliefs, subject only to such reasonable limits prescribed by law that can be demonstrably justified in a free and democratic society.

Conscientious beliefs means sincerely-held religious or philosophical beliefs.

### Instructions

Parents shall provide notice of their intent to provide their children with a home-based education program:

- at least 30 days before commencing a new home-based education program in September of a given year, and in any event by August 15 of that year;
- at least 30 days before the oldest student on the program turns seven years of age;
- within 30 days of establishing residence in a new school division; or
- at least 30 days before intending to withdraw a student of compulsory school age from a public school, separate school, fransaskois school, or registered independent school.

A registering authority may not refuse to register a home-based education program on the grounds that the parents failed to comply with one of the above 30-day requirements, where a reasonable attempt to comply was made.

Parents shall attach their written education plan to their notice of intent.

Parents are required to complete only one notice of intent form and one written education plan for their home-based education programs, no matter how many students are receiving instruction on the program. However, the registering authority will register each student on a program individually.

In the first instance, parents must notify the board of education of the school division in which they are resident of their intent to educate their children on a home-based education program.

If parents send their notice of intent and written education plan to Saskatchewan Ministry of Education, they must provide the documentation related to the Minister's Review.

**\*\*\*Parents must attach proof of age for each student (photocopy of Birth Certificate)**

### Student Information

Expected date of commencement of the home-based education program: \_\_\_\_\_

Full name of student	Gender	Date of Birth	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If applicable, provide information with respect to the last school which each student attended, the year that each student last attended school, and the grade completed during this year.

## Parent Information

Full name, address and telephone number of the parent or parents who are responsible for and who are directing the home-based education program. In the case of two-parent families, either one parent or both parents may be responsible for the home-based education program.

Full name(s) of parent(s): \_\_\_\_\_

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

Street Address:  same as above, or \_\_\_\_\_

Telephone number: \_\_\_\_\_

The parent or parents who are responsible for directing the home-based education program must lawfully have charge and custody of each student on the home-based education program. If applicable, explain any circumstances such as guardianship, separation or divorce which relates to the charge and custody of the student(s) on the program.

## Registering Authority

Name of the school division in which the parent(s) are resident: \_\_\_\_\_

This notice of intent is being sent to:

- board of education of the resident division; or  
 Independent Schools and Home-Based Education Branch, Saskatchewan Ministry of Education\*

If you are sending this notice of intent to Saskatchewan Ministry of Education, provide the documentation regarding the Minister's Review.

Limited personal information of the student(s) may be shared with the Ministry of Education and Public Health in accordance with the provisions of LAFOIP.

## Replaced Declarations

### Declarations

We (or I) *affirm* that the above information is complete and correct.

We (or I) *affirm* that we (or I) accept the control, direction, and management of the home-based education program.

We (or I) *affirm* that we (or I) accept the responsibility for the education of the students on the home-based education program.

We (or I) *affirm* our intention to comply with the written educational plan that is attached to this notification form.

We (or I) understand that a false declaration represents grounds for not registering the home-based education program, or for suspending or cancelling the registration at some future date.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Registration

This notification is in compliance with the Act, the Regulations and the policies and this home-based education program is hereby registered.

\_\_\_\_\_  
Registering Authority

\_\_\_\_\_  
Date

\*In accordance with subsection 26(2) of *The Freedom of Information and Protection of Privacy Act*, you are advised that the information on this form is being collected solely for the purpose of the registration of your home-based education program. Personal information will not be disclosed except in compliance with the Act.