

**A. Requirements For Notification**

Parents who wish to provide home instruction for their school-age child in lieu of school attendance must notify the Superintendent (c/o School Liaison for Home Instruction) annually in writing by August 15 of his or her intent to do so. The parent must also include a description of the curriculum to be followed for the coming year and evidence of having met one of the qualifications in Section B.

Any parent who moves into Arlington County or begins home instruction after the school year has begun shall notify the Superintendent of his intention to provide home instruction as soon as practicable and shall thereafter comply with the requirements of this section within 30 days of such notice.

**B. Qualifications Of Parents**

1. Hold a high school diploma or higher credential.
2. Meet qualifications for a teacher prescribed by the Virginia Board of Education.
3. Provide a program of study or curriculum which may be delivered through a correspondence school or distance learning program or in any other manner.
4. Provide evidence that he/she is able to provide an adequate education for the student.

**C. Evidence Of Progress Requirements**

1. The parent may arrange to have a nationally normed standardized achievement test administered at the parent's cost.
2. The parent may submit an evaluation or assessment which the Superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

**D. Part Time Enrollment In Arlington Public Schools**

High school students whose parents or guardians have complied with the Code of Virginia's requirements to provide home instruction may complete the Partial Enrollment Parent or Guardian Agreement Form for High School Home Instruction students to enroll in up to two core courses (English, mathematics, science, social studies, or foreign language) per academic year in the high school serving the student's attendance area, provided that there is space available in the requested course. Partially enrolled students may enroll in Career Center courses consistent with the tuition requirements of Arlington County residents not enrolled in the school system.

Students seeking partial enrollment shall be required to pre-register in the Arlington Public Schools beginning March 1 and prior to August 15 for the following school year. No student will be admitted to a course after the third class meeting. Home instructed students are expected to comply with the codes of behavior established for all students, including regular attendance to class, grading, homework, and appropriate use of technology.

**ARLINGTON PUBLIC SCHOOLS**  
**Policy Implementation Procedure J-5.3.2 PIP-1 Home Instruction**

---

Students who are partially enrolled may have access to the library during school hours as part of their class work. They may also use the school library during regular designated after school times. Students who are partially enrolled may not use the library or any school facility during the school day unless the activity is during class time under the teacher's supervision.

Prerequisites for requested courses must be satisfied as a condition of enrollment. The school counselor will determine, with student and parental consultation, whether a student meets the prerequisite(s) for the requested course. In questionable cases, assessment testing may be required.

Partially enrolled students on home instruction are expected to comply with all requirements of the courses in which they are enrolled. Any student enrolled in a course with a corresponding Standards of Learning (SOL) end of course test or Advanced Placement (AP) exam will be expected to take that test or exam. In addition, partially- enrolled students on home instruction may use SOL test results from Arlington Public Schools enrolled courses to demonstrate evidence of academic progress.

Partially enrolled students will be eligible for regularly scheduled transportation services to school for classes that commence at the beginning of the school day. Students may use regularly scheduled transportation from school if their class is scheduled the last period of the school day. Partially enrolled students are responsible for their own transportation home should their courses end prior to the end of the school day. Partially enrolled students must meet Office of Transportation Services eligibility guidelines (i.e. proximity of residence to school and appropriate bus behavior) to receive school transportation services. Students are expected to leave campus at the conclusion of their courses unless they are participating in an activity that is determined to be part of a class assignment or unless given permission by the school administration.

Students admitted under this policy are not permitted to participate in Virginia High School League designated sports activities, student organizations and clubs. They are also not eligible to receive Arlington Public Schools diplomas or to participate in commencement activities.

In the event that a partially enrolled student fails to comply with registration, behavior and course requirements, Arlington Public Schools reserves the right to limit or withdraw the opportunity for enrollment, pending a conference with the parent, home school liaison and school administrator or designee.

**E. Transferring From Home Instruction To Public Schools**

Families who are exercising the option to home instruct their children may re-enroll the student in Arlington Public Schools at anytime. Parents may submit a portfolio of work for the school staff to review for grade or course placement.

**ARLINGTON PUBLIC SCHOOLS**  
**Policy Implementation Procedure J-5.3.2 PIP-1 Home Instruction**

---

Upon enrollment in Arlington Public Schools, high school credit may be awarded for courses in which the student has been instructed by completing one of the following options:

1. Successful completion of a portfolio of work for the school staff to review, documenting achievement on Standards of Learning objectives required for the course as described by the Virginia Department of Education. In addition, students requesting credit for mathematics and foreign language classes must also pass a proficiency test.

And/or

2. Credits from correspondence and online courses may be accepted from accredited institutions, pending a review by the Director of Counseling Services in consultation with the Assistant Superintendent, Student Services.

**References**

Code of Virginia §22.1-254.1; §22.1-253.13.2N

VHSL Regulations §28-4-1

School Board Policy J-5.1.31 Full-Day School Attendance

**Policy Implementation Procedure Adoption and Revision History**

Adopted February 19, 2009, Effective February 19, 2009

*Renumbered (former PIP 25-1.18) effective July 1, 2018*