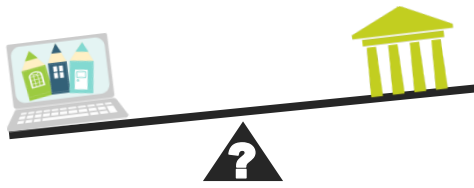


# California Homeschool Guide for Military Families



## COMPARING

## Homeschool Options

Credentialed Tutor

Home-Based Private School

Private School Satellite Program

Public School Independent Study Program

Charter School Independent Study Program

|   | Credentialed Tutor                | Home-Based Private School | Private School Satellite Program | Public School Independent Study Program | Charter School Independent Study Program  |
|---|-----------------------------------|---------------------------|----------------------------------|---|---|
| Is there an enrollment fee?               | No, but possibly salary for tutor | ✗                         | ✓                                | ✗                                       | ✗   |
| Who chooses the curriculum?               | Parent/Tutor                      | Parent                    | Parent/Sometimes School          | School                                  | School/Parents may have options           |
| Who pays for the curriculum?              | Parent                            | Parent                    | Parent                           | Tax payers                              | Tax payers/Parent may pay for some things |
| What is the parent's role?                | Parent may be the tutor           | Teacher                   | Teacher                          | Aide to the teacher                     | Aide to the teacher                       |
| Who assigns grades?                       | Tutor                             | Parent                    | Parent                           | Teacher                                 | Teacher                                   |
| Are standardized tests required?          | ✗                                 | ✗                         | ✗                                | ✓                                       | ✓   |
| Are certain days/hours of work specified? | ✓                                 | ✗                         | ✗                                | ✓                                       | ✓   |

Reference: <https://www.californiahomeschool.net/>



### STATE WEBSITE

<https://www.cde.ca.gov/sp/ps/homeschool.asp>

### STATE FAQs & GENERAL INQUIRIES

<https://www.cde.ca.gov/sp/ps/psfaq.asp#D>

### CA EDUCATION FACTS

Children must be enrolled in public school or a specified alternative by the age of 6. Kindergarten is not mandatory in CA.

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# HOME-BASED PRIVATE SCHOOL

You can create a private school in your own home and enroll your own child. A student may be enrolled full time in only one school at a time. If you enroll your child in one of the other homeschool options such as a Private School Satellite Program (PSP), Independent Study Program (ISP), or charter school, you cannot establish a home-based private school and enroll the child there, too.

## RECORDS A PRIVATE SCHOOL MUST KEEP ON FILE

- Attendance record
- Faculty qualifications and addresses
- Copy of completed Private School Affidavit (PSA)
- Course of study
- Cumulative file for each student



## CUMULATIVE FILE

If your child has never been enrolled in any school, a cumulative file must be created.

If your child has previously attended any public or private school, those records will need to be transferred to your school.

The cumulative file should include:

- Legal name of student; date of birth; place of birth; verification of birth date; gender of pupil (birth certificate should contain all of the above information)
- Name and address of parent of minor pupil
- Entering and leaving date of each school year; date of high school graduation or equivalent
- Subjects taken during each year and marks, grades, or credits if given

## HEALTH AND IMMUNIZATION RECORDS

Students in a home-based private school or in an independent study program and do not receive classroom-based instruction are not subject to CA immunization requirements.

## CHN Step-by-Step Guide

[www.californiahomeschool.net/how-to-homeschool/establishing-your-psa/](http://www.californiahomeschool.net/how-to-homeschool/establishing-your-psa/)

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## Filing a Private School Affidavit

Once you establish a home-based private school, you will file a Private School Affidavit (PSA) or a statement in lieu with the California Department of Education providing information about your school. The PSA should be filed by: "persons, firms, associations, partnerships, or corporations offering or conducting full-time day school at the elementary or high school level for students between the ages of 6 and 18 years."

### WHEN TO FILE

Between October 1 and October 15 of each school year

- Schools that begin at the first of the school year will wait until October 1 to file their affidavit, even if it is the first time filing.
- Schools that start after October 15, but before the end of the current school year, file the affidavit once school has started.

## How to File

Electronic PSA: <http://www3.cde.ca.gov/psa>

The PSA may be completed online or a paper copy may be requested from the state. To receive a paper PSA, email [privateschools@cde.ca.gov](mailto:privateschools@cde.ca.gov) or call 916-319-0317.

## Completing the online PSA form

Instructions can be found at <https://www.cde.ca.gov/sp/ps/psainstructions.asp>

### School Information

- Enter your school's name, address, phone number, email, county where school is located, and public school district.
- Enter your CDS number if you have one. Only schools with six or more students are issued this number.
- Choose *co-educational* as school type, *day-only* for accommodations, and *non-religious* classification.
- Range of grades offered is 1st through 12th, and your school may offer a diploma, so mark "yes."
- If your school name has changed or you have changed districts, answer the appropriate questions.

### Statistical Information

- Enter range of ages, if only one student, put that age in both boxes. List only students who will be 6 by Sept 1st.
- List number per grade, or list number of ungraded elementary/secondary. List number of previous year's grads, if any.
- List staff, counting each adult only once. One full-time teacher and no other staff is perfectly acceptable.

### Staff & School Records

- You must list one Administrator, one Director, and one Custodian of Records. This can all be the same person.

**Tax Status** — Select "None of the Above."

**Acknowledgement & Statutory Notices** — Check each of the boxes listed in this section indicating your understanding.

**Electronic Signature** — Enter information required; print copy of form; click SUBMIT; print a copy of confirmation page.



## STATEMENT IN LIEU

Filing a Statement in Lieu is another option for private school affidavits. Include the following:

- Name of private school
- Address of the school
- Name/address where records will be held
- Name of director/principal with name/address
- School enrollment by grade
- Number of teachers
- School type (boys/girls/coeducational)
- Boarding accommodations

Sign/certify and submit to the local school district.

## UPDATING YOUR AFFIDAVIT

If your information has changed, you may, but are not required to notify the California Department of Education (CDE) of these changes. It is not necessary to provide an update every time student enrollment changes in your school; however, in an effort to keep the California School Directories up-to-date, the CDE does recommend schools provide updates regarding changes to location and contact information.

## WITHDRAWING A STUDENT

If your child has been enrolled in a private or public school, you will need to contact the previous school to formally withdraw the child. This applies even if the previous school was a PSP, ISP, or home-study program.

You may call the school or go to the school office to tell them. Failing to do so may result in the school assuming your child is absent or truant.

## REQUESTING STUDENT RECORDS

After you have withdrawn your child, request your student's records. If the records are not sent, you have met your obligation and can continue homeschooling and maintaining your school file.

# HOMESCHOOL CHECKLIST



- Research state requirements (letter of intent/notification, testing, curriculum, parent qualifications, attendance, record keeping, special needs, graduation requirements)
- Contact the School Liaison (information about policies and requirements; connections with local resources and homeschooling groups)
- Consider how homeschooling will fit into your lifestyle (commitment, time, cost)
- Network and join other homeschooling groups (local, state, online; co-ops; support groups)
- Determine goals for the year (involve the student; look at strengths, weaknesses, interests, and learning preferences)
- Set expectations for both the parent/teacher and the student
- Select a curriculum (online, books, mixture of resources as needed for student)
- Become familiar with the content of the curriculum (special requirements, materials needed)
- Develop a running list of materials / supplies needed
- Designate a learning space and set up with necessary materials (kitchen table, office, spare bedroom)
- Create a system for record keeping (attendance, progress reports, test results, immunization records)
- Make a schedule / routine (bedtime, meals, subjects, physical activity)
- Find a homeschool safety net (someone knowledgeable about homeschooling that can be supportive in your efforts and answer questions)
- Follow up with the local education agency (ensure all required paperwork has been received)



## Homeschool Tips

- Know the legal requirements. Visit <https://hslsda.org/>.
- Find local activities and nearby homeschoolers.
- Explore available homeschooling methods.
- Locate resources.
- Attend conferences, events, workshops.
- Incorporate a support network.
- Research ideas on how to transition from traditional schooling to homeschooling (often referred to as deschooling).

## School Liaisons can assist homeschooling families with ...

- Understanding state requirements and policy
- Identifying resources that assist with finding curriculum
- Connecting with installation and community resources that support homeschooling

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# COURSE OF STUDY

## & CURRICULUM

If you are operating your own home-based private school, you will need a Course of Study in your files. A Course of Study is your plan for the year, and it can be as specific or general as you want. It may be revised at any time.

Instruction must be offered “in the several branches of study required to be taught in the public schools.” The materials and methods you use to teach these areas are up to you. You are not required to teach every subject as long as it is offered and available to the student.

### GRADES 1-6

- English
- math
- social sciences
- science
- fine arts
- health
- physical education

### GRADES 7-12

- All of grade 1-6 requirements
- foreign language
- applied arts
- vocational education
- driver's education

## CHOOSING

## A CURRICULUM

Curriculum can be purchased or you can piece together your own curriculum by choosing the subjects you will cover for each student and the materials you will use to teach the subjects. Please see the “Homeschooling Resources” section of this guide (page 5) to find specific organizations that can help in your search.

Instruction must be primarily in English.

You are not required to use state approved textbooks or to use textbooks at all. Online resources, library books, activities, field trips, and classes may all be used.



### CONSIDER

- Needs of the child (age, level of development, learning preferences, personality type, activity levels, stage)
- Needs of the parent (schedule, philosophy of education, openness to personal growth/change, ability to provide assistance)
- Situation - Are you homeschooling to solve/fix a problem area? Will this be short term? Are you a working parent? Are there any limitations, such as time, money, technology? What are your expectations? Can you meet education requirements for your child and prepare him for his future goals? Do you have more than one child, and what are the individual needs of each child?
- Special Education - Are you able to accommodate your child's needs, such as SPED, behavioral issues, behind/ahead of peers? An Individualized Education Plan (IEP) outlines services and support eligible children are entitled to and must be reviewed and updated annually to ensure the child receives appropriate services. IEPs track progress and include results from reevaluations and standardized tests.

### HOMESCHOOL NOT LIKE TRADITIONAL SCHOOL

- Offers flexibility
- Provides different approach to learning
- Tailored to an individual student
- Goes with you wherever you move
- Takes place at the learner's pace
- Improved family relationships
- Real-world experience



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# Military Specific **FAQs**



## **1 We PCS in the summer, and I want to file the PSA online before our homeschool year begins in September. Are we cleared?**

If you file a PSA during the summer, it will be counted for the previous year. Upcoming school year PSA are available beginning October 1.

## **2 My child is enrolled in a school right now, but we might start homeschooling during this year. Should I file my affidavit now, just in case?**

No. You can't file the affidavit unless you have at least one student enrolled, and a student can't be enrolled in two schools at once. Schools starting mid-year can file at anytime.

## **3 We moved from North Carolina and are enrolled in a full-service accredited online school. Can we continue enrollment with our school based out of NC?**

That depends. Students residing in CA need to be enrolled in a school with a physical presence in CA. If your online school does not have a street address in CA, you should file a PSA. It's okay to enroll in an out-of-state ISP to get and use curriculum, but it will not cover you legally. If you choose to use one of those schools, your child will still need to be enrolled in a PSP, your home-based private school, or covered by the tutor option.

## **4 Do I have to make my final decision whether or not to homeschool before October 15?**

CA has a compulsory education law, so you should decide on one of the options before your local school starts. You might need to withdraw your child from a school if he/she was previously enrolled there. Changes can be made during the school year in order to best meet the needs of the child; therefore, October 15 isn't your deadline if your child is enrolled in another school. If you decide to homeschool independently later in the year, you can file then.

## **5 Should I file a PSA if I am using a correspondence school?**

In some instances, yes, you may need to file a PSA. Families enrolled in out-of-state programs are required by law to be enrolled in a CA private school. Sometimes, the program has an office in CA and files the PSA. If it doesn't, it will be up to you to file an affidavit or enroll in a Private School Satellite Program (PSP).

## **6 Does homeschooling continue all year or do we take the summer off?**

Some families like to follow a traditional "school year," from August through June. Others, may continue homeschooling through the summer months.

## **7 Can my child earn a diploma? Are there other alternatives to earning a diploma?**

Yes. Families should research next steps after high school, such as colleges, technical schools, and the military to find out eligibility and admission requirements. Understanding how schools or future employers recognize homeschool course work is important when considering whether or not to homeschool a high school student.

## **8 My child played a varsity sport in our previous location. Can my child enroll in a single course and participate in sports at the local public high school?**

This is a public school decision. Most will not allow homeschoolers to participate unless they belong to a public independent study program. If you are not willing to join a public high school ISP, or one is not available in your area, check with private schools and programs in your area.

## **9 Can a military family stationed in CA apply for homeschool programs in another state that may not be the state of residency of the family, and can their student take CA standardized testing?**

No, the only students who would be eligible to complete standardized testing are those enrolled in public charter schools or public school independent student programs.

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# Military Specific **FAQs**



**10**

## **What is a transcript, and how do we get one?**

A transcript is a list of courses completed. If you belong to a PSP, you can request a copy of your transcript. If you are the administrator of your home-based private school, it will be your responsibility to create a transcript for your student. There is not a specific format for a high school transcript. Most traditional transcripts include the school's name, address, and the student's name and identifying information at the top, and then list all courses taken and their completion dates. Some also list grades earned.

**11**

## **I wish to disenroll from public school and homeschool my child; however, he/she has an IEP and has speech therapy as a related service. If I disenroll, does my child still receive services?**

Contact the CA school district you reside in to get specific guidance on the special education process for students who are "parentally placed in private schools." If your child is not enrolled in the school district, the school is under no legal obligation to provide services. Reference CA Ed Code Section 56170-56177.

**12**


## **I suspect my child may have a learning disability. Is there any assistance available in the community?**


Yes, contact the special education office for your local school district to initiate a referral. The district must have procedures in place to locate, identify, and evaluate all children ages 3-21. Help line: 800-926-0648 (weekdays 9:00 a.m. to 4:00 p.m.).


## Homeschooling



## Resources

 = Community / California Resources


 = Department of Defense Sponsored Education Based Resources


 California Department of Education - - - <https://www.cde.ca.gov/sp/ps/homeschool.asp>


 California Homeschool Network (CHN) - - - provides facts about homeschooling in CA. <https://www.californiahomeschool.net/>


 Homeschool Association of California - - - <https://www.hsc.org/>

 Homeschooling in California - - - <http://www.homeschoolingincalifornia.com/>

 Navy Online Library - - - offers a plethora of resources. May need a library card to access. <https://www.navymwrdigitalibrary.org/>

 Support Groups - - - There are many homeschool support groups in CA, including military homeschool groups. <http://localhs.com/>

 Tutor.com - - - provides academic support and homework help at no cost to eligible service members and their dependents. <https://military.tutor.com/home>

 USMC Online Library - - - offers resources, including language support. May need a library card to access. <http://mccs.ent.sirsi.net/>



## **California USMC School Liaisons**

**MCAGCC 29 Palms: 760-830-1574**

**MCAS Miramar: 858-307-8625/6633**

**MCB Pendleton: 760-763-7385/7386**

**MCLB Barstow: 760-577-5854**

**MCRD San Diego/WRR: 619-524-8032/8104**

**MWTC Bridgeport: 530-495-2186**

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