

# Administrative Procedure 270

---

## PARENT DIRECTED EDUCATION

### Background

The Board has a responsibility to provide educational services and instruction to students residing within the area served by the Division. The learning needs of resident students are served best by professional educators in Division schools.

However, the Division, in compliance with the School Act, recognizes the right of parents to educate their child/children at home.

### Definition

A Division Parent Directed Student is defined as a student who meets the requirements of the Home Education Regulation (A.R. 145/2006) and who receives more than one-half of his/her schooling program at home with instructional support and supervision provided by Division personnel.

### Procedures

1. The parents providing the Parent Directed Education will administer and manage the Parent Directed Education.
2. Parents who intend to home educate their child/children must complete the prescribed Notification Form and forward it to the Associate Superintendent – Learning Services or designate prior to August 15 of each school year. The Home Education Regulation Notification form is located on the Alberta Education website.
3. If the Parent Directed Education is to begin during the school year, the prescribed Notification Form must be forwarded to the Division fifteen (15) days prior to the withdrawal of the student from school.
4. The proposed Parent Directed Education must:
  - 4.1 Be prescribed, authorized or approved by the Minister, or
  - 4.2 Comply with Learning Outcomes for students receiving Parent Directed Educations that do not follow the Alberta Programs of Study.
5. In response to the Notification Form, the Associate Superintendent – Learning Services or designate will confirm in writing to the parents by August 30 or within fifteen (15) days, whichever is sooner, if the Division agrees to supervise the Parent Directed Education.
6. The Division will pay up to fifty percent (50%) of the funding received on behalf of a student for study materials or to reimburse the parents for study materials (refer to Appendix).

- 6.1 This reimbursement covers only appropriate costs incurred for instructional materials and verified with receipts.
7. A student registered in the Division's Parent Directed Education may have access to a Division school, provided such access is not disruptive to the program of the school. Such access must be arranged with the Principal, and the parents may be required to provide supervision.
8. In accordance with the Home Education Regulations, the Division or parent may terminate participation in the Parent Directed Education.
9. Evaluation
  - 9.1 The Learning Services Coordinator – Home Based will visit students and parents in the home, at Division Office, or at the local school a minimum of two (2) times per school year and complete a written report for each visit. As well, the Learning Services Coordinator – Home Based will regularly contact parents to review student achievement.
  - 9.2 Parent Directed students in grades 3, 6 and 9 will write the Provincial Achievement Tests. The Learning Services Coordinator – Home Based will advise parents of the time and location for their child's tests.
  - 9.3 If a student is recorded as having demonstrated that he/she has not met acceptable provincial standards, the Division will assess the student to determine the student's level of achievement in that subject.
10. If the Division administers and manages a program where the student is learning at home, the student is an Out-of-School Program student as defined by Administrative Procedure 220 –Alternative Education.
11. If appropriate resources are available, the Division will agree to act as a willing non-resident Board for Parent Directed students residing within a reasonable distance from a Division school.

Reference: Section 8, 29, 39, 45, 123, 124, 125 School Act  
Home Education Regulation 145/2006  
Guide to Education ECS to Grade 12  
Home Education Handbook  
Administrative Procedure 220 – Alternative Education  
Alberta Education Home Education Regulation – Notification Form