

# HOME EDUCATION NOTIFICATION INSTRUCTIONS

Alberta Education requires a notification form be completed for each home education student every year. Additional forms are available from the Roots website ([www.roots-homeschooling.com](http://www.roots-homeschooling.com)) or from the home education office. This form will be filed in your child's student record.

## Part A

Part A provides **student and family information**. **Fill in every line** unless there is a disclaimer such as "if different from the student's." If something does not apply to your situation, mark it with NA for "not applicable." If your form came with student information already inserted, **please double check all of the entries** to ensure they're correct. If something is wrong, circle the incorrect portion and write the correct information nearby.

### The following areas frequently raise questions or are missed:

- Check box "Notification of Renewal of Intention to Home Educate with the **same** associate board or associate private school" **if this student was registered with Roots** for the previous school year.
- Check box "Notification of Intention to Home Educate with a **new** associate board or associate private school" **if this student is registering with Roots for the first time**.
- #4 **registration date** (this is the date the paperwork is submitted - include a month, day and year).
- #10 **estimated grade** the student will be in as of September 1 for the new school year.
- #11 **resident school board**: Your resident school board is the board that would have registered your children if they attended an area public school; it's **where your taxes go**. Most Calgary Roots families have the Calgary Public School District as their resident board. Other common options include the Calgary Separate School Division, the Foothills School Division or Rocky View School Division. On the Family Information Form there's a link to a map outlining the various board areas.
- #12 - **only answer this question if your child was school aged last year**. In other words, if your child is in grade 1 and did not attend kindergarten, write NA. Possible education programs would be: home education, public school, catholic school, private school, ECS (kindergarten). If this student was in the Roots program last year, you will find "Morinville Christian School" here.

## Part B

Part B documents your **home education program choice**. It specifies a parents' desire for his or her program to follow the Alberta Program of Studies (as taught in the schools) or the outcomes contained in the schedule (see list on second page of the Guidelines for Program Plan; these are to be completed some time before the end of grade twelve). **Parent Directed home education Roots families choose the bottom option**. If your child is in high school, this section also documents a parent's acknowledgement that a home education program that does not meet the high school Alberta Program of Studies does not result in an Alberta High School Diploma. One parent's signature is required.

## Part C

Part C documents the **acceptance of your notification form**. A child is "provisionally accepted" until his/her program plans are submitted and accepted by their facilitator. If revisions are necessary, they may be completed during the first home visit.

## Part D

The notification form instructs parents to attach your **Proposed Educational Plans**. For the sake of expediency, please **mail your plans directly to your facilitator**. If you don't have one yet, one will be assigned to you. Facilitators must approve all Program Plans by September 30<sup>th</sup>, so please submit your plans as soon as possible.

## Questions?

Call **Genessa Ardron - Roots Principal-at-Large** at **(587) 327-5919**  
or **Tammy Eacott - Roots Executive Administrator** at **(403) 616-1381**