

Chatham Central School District

-Procedures-

Response for Determination of “Substantial Equivalency” of Home School Program

1. A parent or home schooled student may request a **determination of substantial equivalency** between home school and Chatham Central School District programs through the Office of Pupil Services or the Superintendent, in writing.
2. When a request for determination is received by the District, the requestor will be sent these procedures and the “graduation requirement” page of the Chatham High School Programming Planning Guide.
3. Parent/ student may submit documentation or portfolio materials to supplement any Individualized Home Instruction Plan on file with the school. It is recommended that portfolios submitted be arranged by subject area and that requestors consider the NYS learning standards available at **<http://usny.nysed.gov/parents/nylearningstandards.html>**.
4. Within 2 weeks of receiving all expected documentation, the Equivalency Review Panel consisting of the Director of Pupil Services, High School principal and school counselor, will review materials representing home instruction and compare them to diploma requirements of the age-appropriate cohort.
5. The Equivalency Review Panel will notify the parent/student of any area(s) which do not appear to be equivalent to allow the parent/student to provide additional supporting documentation.
6. The Equivalency Review Panel will recommend that the Superintendent accept or reject the substantial equivalency of home instruction.
7. The Superintendent will inform parent/student, via written communication, of a decision.
8. A parent/student who disagrees with the decision may request reconsideration by the Superintendent.

References:

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| Section 3.47 | Rules of the Board of Regents |
| Section 100.10 | Regulations of the Commissioner of Education |
| 2-14-05 | Field Memo, Duncan-Poitier and Kadamus, NYSED |

Revised 12/06

