

**Date of issue** December 2023

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**Subject** **HOME-SCHOOLING**

**References** [Policy 4105 – Curriculum Policy](#)  
[APM A7060 – Student Attendance](#)  
[Ontario Ministry of Education Curriculum and Policy Education Quality and Accountability Office \(EQAO\)](#)  
[Ontario Ministry of Education Enrolment Register Instructions Policy/Program Memorandum No.131 Education Act](#)

**Contact** School Services

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## 1. Purpose

The purpose of this administrative procedures memorandum (APM) is to set out a process for:

- 1.1 parent(s)/guardian(s) to notify the Simcoe County District School Board (SCDSB) of their intent to home-school their child(ren) and to request a letter confirming receipt of their Notice of Intent to Provide Home-schooling (APPENDIX A);
- 1.2 tracking children that are excused from compulsory attendance for the purpose of home-schooling, in accordance with the *Education Act*, section 21 (2)(a) and section 26 (4) Inquiry by Counsellor and Notice;
- 1.3 providing information to parent(s)/guardian(s) about home-schooling in accordance with the Ministry of Education's Policy/Programs Memorandum No. 131 – Home Schooling (PPM131);
- 1.4 participation of home-schooled children in Education Quality and Accountability Office (EQAO) assessments at the home school upon request of the parent(s)/guardian(s); and,
- 1.5 verification of legal custody for the child(ren) to confirm that the parent(s)/guardian(s) have the legal authority to make the decision to home-school the child(ren).

## 2. General

- 2.1 In accordance with the *Education Act*, a person is excused from compulsory attendance at school if the person is receiving satisfactory instruction at home or elsewhere.
- 2.2 Information about home-schooling is available from:
  - 2.2.1 an SCDSB school;
  - 2.2.2 the office of the superintendent of education; or,

2.2.3 an attendance counsellor.

### **3. Notification to provide satisfactory instruction at home**

- 3.1 Parent(s)/guardian(s) intending to provide home-schooling for a child(ren) of compulsory school age (age of six years on or before the first school day in September in any year) who is currently enrolled in an SCDSB school are expected to:
- 3.1.1 Submit the Notice of Intent to Provide Home-schooling (APPENDIX A) to the principal of their child(ren)'s school within 14 school days from last day of attendance.
- 3.1.1.1 The parent(s)/guardian(s) should provide the name, gender, and date of birth of each child who is receiving home-schooling, the telephone number and address of the home, and the name of the school the student(s) last attended.
- 3.1.1.2 Parent(s)/guardian(s) will sign the form indicating their intent and acceptance of the responsibility under the *Education Act* to provide satisfactory instruction for their child(ren).
- 3.1.1.3 If the home address changes, the parent(s)/guardian(s) will notify the SCDSB of the change of address.
- 3.2 Parent(s)/guardian(s), residing within Simcoe County, intending to home-school a child(ren) of compulsory school age (age of six years on or before the first school day in September in any year) who has never been enrolled in an SCDSB school are expected to:
- 3.2.1 Submit the Notice of Intent to Provide Home-schooling (APPENDIX A) to the principal of the school within the attendance area in which the family resides within 14 days from the start of the school year.
- 3.2.1.1 The parent(s)/guardian(s) should provide the name, gender, and date of birth of each child who is receiving home-schooling, the telephone number and address of the home.
- 3.2.1.2 Parent(s)/guardian(s) will sign the form indicating their intent and acceptance of the responsibility under the *Education Act* to provide satisfactory instruction for their child(ren).
- 3.2.1.3 If the home address changes, the parent(s)/guardian(s) will notify the SCDSB of the change of address.
- 3.3 Parent(s)/guardian(s) intending to continue home-schooling for a child(ren) of compulsory school age (age of six years on or before the first school day in September in any year) who is currently receiving satisfactory instruction at home are expected to:
- 3.3.1 Submit the Notice of Intent to Continue to Provide Home-schooling (APPENDIX A), prior to Sept. 1, to the school board whose jurisdiction their child(ren) last attended school. Parent(s)/guardian(s) may be asked to provide documentation from the school board, other than the SCDSB, they last submitted the notice to provide home-schooling.
- 3.3.1.1 The parent(s)/guardian(s) should provide the name, gender, and date of birth of each child who is receiving home-schooling, the telephone number and address of the home, and the name of the school the student(s) last attended.

- 3.3.1.2 Parent(s)/guardian(s) will sign the form indicating their intent and acceptance of the responsibility under the *Education Act* to provide satisfactory instruction for their child(ren).
- 3.3.1.3 If the home address changes, the parent(s)/guardian(s) will notify the SCDSB of the change of address.

- 3.4 When the SCDSB has received the Notice of Intent to Provide Home-schooling (APPENDIX A), the superintendent of education, or designate, shall provide the family with a personalized letter in response to the parent/guardian's notification and Home-schooling Information for Parents/Guardians (APPENDIX A).
  - 3.4.1 Further inquiry into the matter will occur only if there are compelling reasons for believing that satisfactory instruction is not occurring.

#### **4. Part-time home-schooling**

- 4.1 Parent(s)/guardian(s) may elect to home school their child(ren) on a part-time basis and have their child(ren) attend school on a part-time basis. A schedule for the child(ren) shall be determined in consultation with the principal. The Ministry of Education provides funding to school boards for students who attend on a part-time basis. Parent(s)/guardian(s) shall provide notification of their intent to home-school as noted in section 3. Parent(s)/guardian(s) will consult with the principal to develop an in-school instructional program.

#### **5. Enrolment Registers and Ontario Student Record**

- 5.1 Students who are excused from compulsory attendance at school because they are receiving satisfactory instruction exclusively at home through home-schooling or elsewhere must not be recorded in the enrolment register.
- 5.2 If the student is receiving part-time instruction at school (see section 4.1), the student shall be recorded in the appropriate register.
- 5.3 Where an Ontario Student Record (OSR) exists, it shall be retained at the school the child(ren) last attended.

#### **6. Access to EQAO assessments/tests**

- 6.1 Parent(s)/guardian(s) providing home-schooling may wish their child(ren) to participate in assessments for students in Grades 3, 6, and 9, and/or the Ontario Secondary School Literacy Test (OSSLT), (normally given to students in Grade 10), all of which are administered by EQAO. These parent(s)/guardian(s) must contact the principal of the home school by Sept. 30 of the year in which the assessments/tests are being conducted for information about the dates, times, and locations. Parent(s)/guardian(s) who wish their child(ren) to participate in any of these assessments/tests will not be charged a fee either by the SCDSB or by the EQAO.
- 6.2 For children receiving home instruction, at the request of the parent(s)/guardian(s), the SCDSB should provide space at a local school on the date and time the

assessments/tests are being administered to the board's regular day school students. The school will request sufficient assessment/test materials from the EQAO so that the children who are receiving home-schooling can participate. The school will also inform the parent(s)/guardian(s) of the date, time, and location of the assessment/test. It is the responsibility of the parent(s)/guardian(s) to provide transportation for the child(ren) to and from the site.

- 6.3 The EQAO will send the results of children who are receiving home-schooling to the school where they participated in the assessment/test. Schools will send these children's results directly to the children's homes. The results of children who are receiving home-schooling will not be included in school and board reports generated by the EQAO or by the schools and/or board.

## **7. Guidelines for conducting an investigation**

- 7.1 Where there is reason to believe that satisfactory instruction is not occurring, the matter will be referred to the appropriate superintendent of education to decide the appropriate action, taking into account the following:
- 7.1.1 there is no definition in the *Education Act* or regulations of 'satisfactory instruction' or of a process for determining it; and,
  - 7.1.2 there is no specific legislative requirement for school boards to determine satisfactory instruction or for parent(s)/guardian(s) to notify local school boards of their intent to home-school.
- 7.2 The superintendent of education, or designate, may have reason to inquire further into cases when they have reason to believe that satisfactory instruction is not occurring in order to ensure that the needs of child(ren) is being met. As per PPM 131, the following is a list of some of the reasons that may give a board cause to investigate a particular instance of home-schooling:
- 7.2.1 refusal of a parent(s)/guardian(s) to notify the SCDSB in writing of the intent to provide home-schooling;
  - 7.2.2 evidence that the student was removed from attendance at school because of ongoing conflicts with the school, not for the purposes of home-schooling;
  - 7.2.3 a history of absenteeism by the student prior to the parent/guardian's notifying the SCDSB of the intent to provide home-schooling;
  - 7.2.4 a credible report of concern by a third party with respect to the instruction being provided in the home; and,
  - 7.2.5 a student is suddenly withdrawn from school to be home-schooled and there is reason to believe that instruction at home is not the reason for the withdrawal.
- 7.3 If the SCDSB chooses to meet with the family, the following questions and requests may be used as a guide for the discussion:
- 7.3.1 Do you have an instructional plan, regularly planned instructional time, and a daily work schedule? Please provide details.
  - 7.3.2 What subjects are you teaching?
  - 7.3.3 What do you expect to accomplish with your child in English, mathematics, and other subjects this year?

- 7.3.4 Is your instructional program based on the Ontario curriculum or on a different curriculum?
  - 7.3.5 If you follow the Ontario curriculum, which documents do you use?
  - 7.3.6 If you do not use Ontario curriculum documents, please describe the curriculum documents you use.
  - 7.3.7 Please describe the typical kinds of activities that you provide for your child(ren) in the subjects you are teaching. Please provide samples of your child(ren)'s work in each subject area.
  - 7.3.8 What types of materials do you use to assist you in accomplishing your plans (e.g., encyclopedias, textbooks, magazines, newspapers, television programs, materials on the internet, computer programs)?
  - 7.3.9 Please describe the techniques you use to assess your child(ren)'s learning.
  - 7.3.10 Do you use community resources to support your instruction? If so, which ones?
  - 7.3.11 Do you network with other parent(s)/guardian(s) who provide home-schooling? How?
  - 7.3.12 Please feel free to provide any other information that would help the SCDSB determine whether instruction is satisfactory.
- 7.4 Further to section 7.3, the SCDSB may request that the parent(s)/guardian(s) submit a completed copy of the Gathering Information in an Investigation form (APPENDIX D from PPM 131). The parent(s)/guardian(s) could be referred to one of the local or provincial support organizations or networks if it is appropriate to do so.

## **8. Provincial inquiries**

- 8.1 If the SCDSB is unable to determine, through its investigation, that satisfactory instruction is taking place, the superintendent of education, or designate, may request that the Provincial School Attendance Counsellor inquire into the case under section 24(2) of the *Education Act*. The Provincial School Attendance Counsellor will appoint an inquiry officer to conduct the inquiry. If the inquiry determines that the child(ren) is not receiving satisfactory instruction and the Provincial School Attendance Counsellor orders that the child(ren) attend school, the SCDSB must determine the appropriate action to be taken.
- 8.2 Before requesting an inquiry by the Provincial School Attendance Counsellor, the SCDSB should ensure that it has:
  - 8.2.1 taken appropriate steps to determine whether the child(ren) is receiving satisfactory instruction;
  - 8.2.2 retained documentation of its communication with the parent(s)/guardian(s), including copies of written communication, notes of telephone calls and other verbal communication, a record of the types of communication (e.g., telephone call, electronic mail, registered mail), and a record of the number of attempts to communicate;
  - 8.2.3 retained documentation on the nature of the information and material provided by the parent(s)/guardian(s) in response to the board's investigation; and,
  - 8.2.4 prepared a factual summary of its investigation, including a conclusion, which will be forwarded to the Provincial School Attendance Counsellor.

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**Revised** March 1992, May 1995, March 1997, June 2001, June 2011, October 2015,  
November 2018, December 2023

**Issued under the authority of the Director of Education**

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**HOME-SCHOOLING PACKAGE**  
**INFORMATION FOR PARENT(S)/GUARDIAN(S)**

If you decide to instruct your child(ren) at home, you should be aware of the following information:

1. Instruction at home applies only to persons of compulsory school age as defined by the following excerpts from the *Education Act* section 21(1)(a) and (b).

**Compulsory attendance**

- 21(1) (a) Unless excused under this section, every person who attains the age of six years on or before the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in that year until the person attains the age of 18 years; and
- (b) every person who attains the age of six years after the first school day in September in any year shall attend an elementary or secondary school on every school day from the first school day in September in the next succeeding year until the last school day in June in the year in which the person attains the age of 18 years.

When attendance is excused:

21(2) A person is excused from attendance at school if the person is receiving satisfactory instruction at home or elsewhere.

2. It is the responsibility of the Simcoe County District School Board (SCDSB) to excuse your child(ren) from attendance at school when satisfactory home-schooling is provided, in accordance with the *Education Act* section 21(2)(a). However, when the SCDSB has reasonable grounds to be concerned that the instruction provided in the home may not be satisfactory, the SCDSB shall investigate the matter. The following outlines the role of the Provincial School Attendance Counsellor:

**Provincial School Attendance Counsellor**

When the Provincial School Attendance Counsellor is of the opinion that the child(ren) should not be excused from attendance, the Provincial School Attendance Counsellor shall direct that an inquiry be made as to the validity of the reason or excuse for non-attendance and the other relevant circumstances, and for such purpose shall appoint one or more persons, who are not employees of the board that operates the school that the child(ren) has the right to attend, to conduct a hearing and to report to the Provincial School Attendance Counsellor the result of the inquiry and may, by order in writing signed by them, direct that the child(ren), be excused from attendance at school; or attend school, and a copy of the order shall be delivered to the SCDSB, and to the parent(s)/guardians of the child(ren).

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Powers of Provincial School Attendance Counsellor

24(3) The Provincial School Attendance Counsellor has all the powers of a school attendance counsellor and may exercise such powers anywhere in Ontario.

3. All instructional materials, records, and expenses are the parent's/guardian's responsibility.
4. The Notification of Intent to Provide Home-Schooling form must be signed and returned to signify acceptance of these responsibilities and understanding of the procedure. (*Ministry Policy and Procedures Memorandum, PPM 131*), pg. 8)
5. Part-time home schooling  
Parent(s)/guardian(s) may elect to home-school their child(ren) on a part-time basis and have their child(ren) attend school on a part-time basis. A schedule for the child(ren) shall be determined in consultation with the principal. Parent(s)/guardian(s) will consult with the principal to develop an in-school instructional program.
6. Enrolment registers  
Students being home-schooled on a full-time basis will be removed from the school's register. Please contact the home school should you wish to re-register your child(ren). Where an Ontario Student Record (OSR) exists, it shall be retained at the school the child(ren) last attended.
7. Ministry of Education curriculum material  
Parent(s)/guardian(s) who are providing home-schooling may download curriculum policy documents and curriculum support material produced by the Ministry of Education free of charge from the ministry's website at <https://www.ontario.ca/page/ministry-education>. This material may also be obtained through *Publications Ontario* at [www.publications.gov.on.ca](http://www.publications.gov.on.ca).
8. Access to the Education Quality and Accountability Office (EQAO) tests  
Parent(s)/guardian(s) providing home-schooling may wish their child(ren) to participate in assessments for students in Grades 3, 6, and 9, and/or the Ontario Secondary School Literacy Test (OSSLT) (normally given to students in Grade 10), all of which are administered by the EQAO. The parent(s)/guardian(s) must contact the principal of the home school by Sept. 30 of the year in which the assessments/tests are being conducted for information about the dates, times, and locations. Parent(s)/guardian(s) who wish their child(ren) to participate in any of these assessments/tests will not be charged a fee either by the SCDSB or by the EQAO.

The SCDSB should provide space for these children at a local school at the time and dates the assessments/tests are being administered to the board's regular day school students. The school will request sufficient assessment/test materials from the EQAO so that the children who are receiving home-schooling can participate. The school will also inform the parent(s)/guardian(s) of the date, time, and location of the assessment/test. It is the responsibility of the parent(s)/guardian(s) to provide transportation for the child(ren) to and from the site.



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The EQAO will send the results of children who are receiving home-schooling to the school where they participated in the assessment/test. Schools will send these children's results directly to the children's homes. The results of children who are receiving home-schooling will not be included in school and board reports generated by the EQAO or by the schools and/or boards.

### **Secondary school credit information**

1. Credit for successful completion of a secondary school course may be granted only by a secondary school principal.

2. Prior Learning Assessment and Recognition (PLAR) applies to students who are being home-schooled.

- a) Sections 6.6 and 6.7.2 and Appendix 8, *Equivalent Diploma Requirements, of Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999 (OSS)* will also apply to students enrolled in an Ontario secondary school, other than mature students (as defined in OSS), who are entering secondary school after having received home-schooling (PPM 131, pg. 5).

- b) Equivalent credits

Students who register at an Ontario secondary school after home-schooling may be granted equivalent credits based on the principal's evaluation of their previous learning. This is in accordance with OSS sections 6.6, 6.7.2 and Appendix 8.

The total number of equivalent credits and the corresponding number of compulsory credits granted at the secondary school will be recorded on the student's Ontario Student Transcript (OST). The equivalent credits should be entered as a total, and the required items of information should appear as follows: 'Equivalent Credits' should be entered in the 'Course Title' column; 'PLE' in the 'Course Code' column; 'EQV' in the 'Percentage Grade' column; the total number of credits in the 'Credit' column; and the total number of compulsory credits in the 'Compulsory' column. This is in accordance with the *Ontario Student Transcript (OST) Manual, 2013*.

3. Access to Independent Learning Centre (ILC) courses

Parent(s)/guardian(s) who wish to enrol a child of compulsory school age in courses offered through the ILC may do so, provided that the parent(s)/guardian(s) have notified the SCDSB of the intent to provide home-schooling. To enrol the child with the ILC, the parent(s)/guardian(s) must submit the enrolment form to the ILC, along with a letter from the SCDSB indicating that the child is receiving home-schooling and is excused from attendance at school.

**Notice of Intent to Provide Home-schooling  
 (For Students New to Home-schooling)**

To: Principal of school

- If the child(ren) is currently registered at a Simcoe County District School Board (SCDSB) school, please submit the form to the principal of the current school within 14 school days of the last day of attendance.
- If the child(ren) is not registered at an SCDSB school, please submit the form to the principal of the home school within 14 school days from the first day of school.

Child's name (first and last) please print	Gender	Date of birth month/day/year	Last school attended for each child of compulsory school age

(please print)

Name of parent/guardian: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Custody: <input type="checkbox"/> both parents <input type="checkbox"/> joint <input type="checkbox"/> exclusive name: _____            other: _____
Is there a legal document that sets out custody and access to the student? <input type="checkbox"/> Y <input type="checkbox"/> N
Parent/guardian relationship to child(ren): _____

I/we understand it is my/our responsibility under the *Education Act* to provide satisfactory instruction for our compulsory school-aged child(ren) and do hereby declare our intent to do so.

I/we have read the attached Home-schooling Information Package for Parent(s)/Guardian(s).

I/we wish to notify the SCDSB that I/we will provide a satisfactory home-schooling program for our child(ren) starting in: *month*: \_\_\_\_\_ *year*: \_\_\_\_\_

I/we confirm that all information provided is accurate.

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by principal:**

Student wishes to enrol in Independent Learning Centre (ILC) courses.	<input type="checkbox"/> Y <input type="checkbox"/> N
Are there concerns with the student's attendance?	<input type="checkbox"/> Y <input type="checkbox"/> N
Has the student been referred to the attendance counsellor?	<input type="checkbox"/> Y <input type="checkbox"/> N
Is there evidence that the student is being removed from attendance due to ongoing conflicts with the school?	<input type="checkbox"/> Y <input type="checkbox"/> N
Has the student been suddenly withdrawn from school to be instructed at home and is there reason to believe that instruction at home is not the reason for withdrawal?	<input type="checkbox"/> Y <input type="checkbox"/> N
An in-school instructional program has been determined for part-time attendance.	<input type="checkbox"/> Y <input type="checkbox"/> N

**Signature of principal:** \_\_\_\_\_

**School:** \_\_\_\_\_

Letter of acknowledgement from superintendent of education has been issued

Parent(s)/guardian(s) intending to continue home-schooling for a child(ren) currently receiving satisfactory instruction at home are expected to provide notification each year, prior to Sept. 1, to the school board whose jurisdiction their child(ren) last attended school.

**Notice of Intent to Continue to Provide Home-schooling  
 (For Students Currently being Home-schooled)**

To: Simcoe County District School Board (SCDSB) superintendent of education

- If the child(ren) is currently being home-schooled, please submit the form to the SCDSB.

Child's name (first and last) please print	Gender	Date of birth month/day/year	Last school attended for each child of compulsory school age

(please print)

Name of parent/guardian: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Custody: <input type="checkbox"/> both parents <input type="checkbox"/> joint <input type="checkbox"/> exclusive name: _____            other: _____
Is there a legal document that sets out custody and access to the student? <input type="checkbox"/> Y <input type="checkbox"/> N
Parent/guardian relationship to child(ren): _____

 I/we understand it is my/our responsibility under the *Education Act* to provide satisfactory instruction for our compulsory school-aged child(ren) and do hereby declare our intent to do so.

I/we have read the attached Home-schooling Information Package for Parent(s)/Guardian(s).

 I/we wish to notify the SCDSB that I/we will provide a satisfactory home-schooling program for our child(ren) starting in: *month*: \_\_\_\_\_ *year*: \_\_\_\_\_

I/we confirm that all information provided is accurate.

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

 Letter from superintendent of education has been issued