

# HOME EDUCATION NOTIFICATION INSTRUCTIONS

Alberta Education requires a notification form be completed for each student every year. This form will be filed in your child's student record.

## Part A

Part A provides **student and family information**. **Fill in every line**. Mark N/A if 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).
- **#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**. 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**. 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 "The Father's House 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 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.

## Part D

The notification form instructs parents to attach your **Program Plan**.

- **New families** - Please email your plans directly to your facilitator. If you don't have one yet, one will be assigned to you.
- **Returning Families** - Please upload your plans to your family Google Folder.
- Facilitators must approve all Program Plans by September 30<sup>th</sup>, so please submit your plans as soon as possible.

## Questions?

Call **Lesley George - Roots Principal-at-Large** at **(403) 999-5692**  
or **Tammy Eacott - Roots Executive Administrator** at **(403) 616-1381**