

District Superintendent Responsibilities for Home-educated Students

A home-educating parent is required by Ohio law to submit an annual notification to home educate a student to the superintendent of the district of residence.

When a parent has submitted an annual home education notification to the superintendent of the district of residence, according to [Ohio law](#),¹ that superintendent or his or her designee² must review the notification within 14 calendar days, and the superintendent must respond to the parent in writing.

The superintendent (or designee²) must review the notification within 14 calendar days and respond to the parent, in writing, either excusing the child or requesting information that was not provided.

The designee who may be reviewing the notification could be a staff member of an educational service center the district has contracted with to perform attendance duties. Still, ***only the district superintendent may sign the excusal letter sent to the parent.***

Notifications must include all of the elements in [Ohio Administrative Code 3301-34](#). The parent's notification of home education must include:

- Name, address and signature of the parent or guardian;
- Name and birthdate of the child;
- An assurance that the home education will include 900 hours of instruction in the following, unless the topic or practice conflicts with the religious beliefs of the parent:
 - Language, reading, spelling and writing;
 - Geography, history of the United States and Ohio, and national, state, and local government;
 - Mathematics;
 - Science;
 - Health;
 - Physical education;
 - Fine arts, including music; and
 - First aid, safety and fire prevention.
- A brief outline of the intended curriculum (informational only);
- A list of teaching materials (informational only);
- Assurance the home teacher has a high school diploma or the equivalent or is working under the guidance of a person holding a bachelor's degree;
- An assessment report, if the notification is a continuance from the previous year.

Please Note: Districts are prohibited from requesting or requiring information not listed in OAC 3301-34.

If the home education plan meets the requirements of state law, the superintendent must excuse the child from public school attendance. The superintendent's response letter to the parent must include:

- A statement that the parent's home education plan complies with requirements of Ohio law;
- A statement that the child is excused from public school attendance; and
- The letter **must** be signed by the district superintendent.

¹ Ohio Administrative Code 3301-34-03

² Ohio Revised Code 3321.14

If the superintendent finds the parent's home education notification incomplete, the superintendent must respond in writing to request the missing information. The superintendent's response letter must include:

- A statement of the reason or reasons why the notification is incomplete;
- A statement giving the parent 14 days to provide additional information or schedule a conference to provide the requested information; and
- The letter must be signed by the district superintendent.

Any final review and denial of a notification must state that the parent has a right to a due process hearing before the superintendent. For further guidance, see [Ohio law](#) governing home education.

Responsibilities of the district superintendent and attendance officer

With the passage of Ohio House Bill 59, 130th General Assembly, an educational service center superintendent can no longer sign excusal letters on behalf of a school district.³ [The law](#) makes the district attendance officer responsible for enforcing the school's attendance policy for students not excused from attendance. This means that if a superintendent finds the parent's notification to instruct a child at home has not been submitted, is incomplete or does not comply with the laws, as outlined above, the attendance officer would investigate the child's absence and enforce truancy law.

The district's attendance officer may be an employee of an educational service center that the district of residence contracts with to perform attendance duties.

³ Ohio Revised Code 3321.04