INTRODUCTION

The purpose of this **PROCEDURES MANUAL FOR HOME SCHOOL OPERATORS IN NEW MEXICO** is to assist parents, legal guardians, and local school districts to understand the Notification procedures in a more user-friendly approach. Local school districts are responsible for ensuring that all school children are enrolled in some type of educational program; the Public Education Department is responsible for ensuring that home school children are being home schooled until at least age 17.

It is the intention of the Public Education Department to communicate positively with the home school community. Comments or questions specific to this document should be referred to the Home School Bureau at the Public Education Department (PED), 300 Don Gaspar Avenue, Santa Fe, New Mexico 87501. The telephone number for the Home School Bureau is (505) 827-6909.

Hanna Skandera
Secretary of Education-Designate

Revised 2012
HOME SCHOOL PROCEDURES FOR HOME SCHOOL OPERATORS

1. Complete and submit the Notification of Establishment of a Home School Form (PED 542-99A), mail, fax or submit on line to the Secretary of Education-Designate within thirty (30) days of the establishment of a home school. Re-notification must be submitted by April 1st of each subsequent year. The form can be obtained and submitted via the PED web page at www.ped.state.nm.us.

   • Click on PED “A to Z Directory”
   • Click on “Home School”
   • Click on “Home Schools Notification Form”
   • Fill out the form when complete, click “Submit”
   • You will receive an automatic confirmation.
   • Print confirmation page or jot down Confirmation Number for your records.

You may call the Home School Bureau at (505) 827-6909, or your local Superintendent’s office to request a form. You may also pick up a form at the address listed below. The completed form may be delivered, faxed or mailed to:

   New Mexico Public Education Department
   Attention: Home School Bureau
   300 Don Gaspar Ave.
   Santa Fe, N.M.  87501-2786
   FAX # 827-6725

2. Maintain records of your child’s immunization, or a religious/conscientious object form, for each child to be taught. Health records must be submitted to the Department of Health. Questions about health records should be directed to www.health.state.nm.us (1-888-231-2367)

3. Maintain a school attendance calendar. The school attendance calendar must indicate instruction for at least the length of time the school year that is established in the school district in which the child is a resident, in accordance with Section 22-12-2, NMSA, 1978.

4. Maintain documents verifying that at least a high school diploma or G.E.D. was earned by the person giving instruction. If the instructor is other than the parent, Educational Guardianship must be granted to the instructor by the parent(s). This necessitates paperwork processed through a court of law.

5. Provide notification to the Secretary of Education of any changes in the information provided in the Notification of Establishment of a Home School Form (PED 542-99A) within thirty (30) days.
6. Provide written notification to the Secretary of Education in the event you move or cease to home school.

STATEMENT: In adopting and promulgating rules concerning the enrollment of students transferring from a home school or private school to the public schools, the local board shall provide that the grade level at which the transferring student is placed is appropriate to the age of the student or the student’s score on a student achievement test administered according to the statewide assessment and accountability system (Pursuant to 22-1-4 (D) NMSA 1978).
NEW MEXICO PUBLIC EDUCATION DEPARTMENT

ATTENTION: HOME SCHOOL BUREAU
300 DON GASPAR AVENUE
SANTA FE, NM 87501-2786
PHONE: (505) 827-6909
FAX: (505) 827-6725

NOTIFICATION OF ESTABLISHMENT OF A HOME SCHOOL (PED542-99A)

This form must be completed and submitted to the Secretary of Education within thirty (30) days of the establishment of a home school and by April 1st of each subsequent year. (PLEASE TYPE OR PRINT. * INDICATES MANDATORY INFORMATION.

- ______________________________________________________
  School District (district where student is resident)  School Year

- ______________________________________________________
  Legal Name of all Parents/Legal Guardians operating the Home School

- ______________________________________________________
  Address                   City  State   Zip Code

- #of Student(s) Home Schooling _________________________
  # Students♦

♦ NOTE: The PED requires keeping Home School Student enrollment counts for federal and state reporting purposes. Personal identification information for students is **NOT** required.

I acknowledge an obligation to:

1. Notify the Secretary of the establishment of a home school, within 30 days of its establishment, and on or before April 1st, of each subsequent year of operation;
2. Notify the secretary if I move or cease to operate the home school;
3. Maintain records of student disease immunization or a waiver of that requirement;
4. Provide instruction by a person possessing at least a high school diploma or GED.

**STATEMENT OF ACCURACY:** The information given by me in this NOTIFICATION OF ESTABLISHMENT OF HOME SCHOOL FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

- ____________________ *____________________________________________
  Date     Signature of Parent or Legal Guardian