



45 School Street  
Philippi, WV 26416

**COMMITTED TO LEARNING FOR ALL**

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**BARBOUR COUNTY SCHOOLS**  
**NOTIFICATION PROCEDURES**  
**FOR**  
**HOME INSTRUCTION**

(REVISED 2016)

In accordance with West Virginia Code 18-8-1, Exemption (c), the following information shall be provided to Barbour County Schools prior to Home Instruction taking place.

1. Homeschool parents will now provide to the county superintendent a one-time Notice of Intent (NOI) to homeschool. The notice, for any child of compulsory school age to be instructed, must contain:
  - a. Name of child, address, age of child
  - b. Assurance that the child shall receive instruction in reading, language, mathematics, science and social studies and that the child shall be assessed annually.  
(Provided, that if a child is enrolled in a public school, notice of intent to provide home instruction shall be given at least two weeks prior to withdrawing such child from public school.) and (preferably using the recommended county notification of intent form).
2. The NOI will remain in effect until the parent notifies the county superintendent upon termination of home instruction for a child who is of compulsory school attendance age OR upon establishing residence in a new county. At which time the parent shall notify the previous county superintendent and submit a new NOI to the superintendent of the new county of residence.
3. In addition to the NOI, the parent must provide evidence of the proper education credential. If that credential is already on file with the county, it is not necessary to provide that information again.
4. Homeschool parents must obtain an annual assessment for your child/children and you must maintain a record of that assessment for three years. This shall be satisfied in one of the following ways:
  - a. Nationally normed standardized testing (Results due to the superintendent of schools on or before June 30 of the year being assessed).
  - b. Participates in the testing program in use in the state's public schools.
  - c. A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities. This narrative shall be prepared by a certified teacher or other person mutually agreed upon by the parent and county superintendent. It shall be submitted on or before June 30 of the school year being assessed.
  - d. An alternative academic assessment that is mutually agreed upon by the parents and the county superintendent.
5. Results of the required academic assessment must be submitted to the county superintendent for any child in grades 3, 5, 8, or 11. Those results must be submitted by June 30 of the year in which the assessment was administered.

All requests/notifications to provide home instruction are reviewed by the Barbour County Superintendent of Schools. Barbour County Schools, once the home instruction notification has been verified as to meeting the requirements of the law, will assist you in obtaining student textbooks if requested in writing. Teaching materials and other resources will be available upon request and subject to their availability as defined in West Virginia Code.

**\*\*Please note:** *Credit toward graduation from a public high school cannot be earned through home instruction.*

Address all home instruction notifications to:

David Neff

- Continued -

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Phone: (304) 457-3030  
Fax: (304) 457-3559

**Personnel, Secondary Improvement, Attendance, WVEIS**  
e-mail : [dbneff@access.k12.wv.us](mailto:dbneff@access.k12.wv.us) David Neff, Director/Manager extension 111

# Driver Eligibility

Please note that the change in the reporting of the required assessment does impact requests for Driver Eligibility Certificates. In order for the county to provide that form for your child, you will need to provide a copy of the current year assessment for the child for whom the form is requested. We must have those results in order to verify satisfactory academic progress. Based on West Virginia Department of Education guidance, we cannot use an eighth grade assessment to verify academic progress for a high school student.

## Submittal of Notice of Intent

- ✓ Please send Notices of Intent to Mr. Neff.
- ✓ Keep in mind that the law allows the county school system to take up to two weeks to process your notification.
- ✓ Please contact Mr. Neff should you have questions or need additional information.

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**Notice of Intent to Home School under §18-8-1**  
(use of this form is recommended)  
Revised 7/2017

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Name of person providing the instruction \_\_\_\_\_

Evidence of high school diploma or equivalent attached \_\_\_\_\_ on file \_\_\_\_\_

Childs Name	Age	Current grade	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Statement of Assurance**

By signing this document I assure that the children listed above shall receive instruction in reading, language, mathematics, science, and social studies and that the child shall be assessed annually.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

Submit to: Barbour County Schools  
Attn: David Neff, Home School Director  
45 School Street  
Philippi, WV 26416

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Fax: (304) 457-3559