

HOME STUDY PROGRAM OPERATING PROCEDURES

ENROLLMENT

To register a child in the home study program the parent/guardian will need to fill out a Declaration of Intent form and mail it to the Records Management Department. The Declaration of Intent can be located at www.fultonschools.org/recordsmanagement under “Home School” or “Forms.” If you do not have access to the internet, you may request a copy of the Declaration from the Records Management office by calling 404-763-5541. Once received, the Declaration of Intent form will be processed and entered into the Records Management database. Please allow one week for processing. Upon completion of processing, the Records Management Department will mail a letter of acknowledgement and monthly attendance forms.

ATTENDANCE

Monthly attendance must be completed and mailed back to the Records Management office at the end of each month. If the student’s attendance is thirty days late, a notice will be mailed requesting that attendance be sent to the Records Management office ASAP. If the department receives no response, a second attempt will be made either by phone or by another written notice. If there is no response to the second notice, the student will be reported to the Truancy Officers.

CERTIFICATE OF ATTENDANCE

Certificate of Attendance will not be issued unless the attendance is current. Please notify the Records Management office by phone or by a letter stating that you are in need of a certificate of attendance. The Records Management Department will need the following information:

- student’s name,
- student’s date of birth,
- student’s address

The attendance will then be checked and if satisfactory the certificate will then be mailed directly to requestor. The Department of Motor Vehicles will need the original notarized copy. Note: The certificate is only valid for 30 days.

WITHDRAWAL

If students are withdrawn from the Home Study Program, the Records Management Department must be notified in writing. This letter should include the parents/guardian's name, the student's name, date of withdrawal, and the reason for withdrawal, i.e. child is moving out of the Fulton County School District or child will be enrolled in a FC public or private school.

LETTER OF VERIFICATION

If you need proof of registration and attendance please notify the Records Management Department by phone or in writing. The student's full name and date(s) of enrollment will be needed. The Records Management Department will verify enrollment and attendance and then mail the verification letter directly to the requestor.

LETTER OF COMPLETION FOR GED

If the student has completed the Home Study Program and would like to take the GED, a letter of completion will be needed. First, the parent/guardian will need to send in a letter stating the student has withdrawn from the Home Study Program (see above for more information). The parent/guardian will then need to notify the Records Management Department that the student will be taking the GED. The Records Management Department will then mail the letter of completion to the requestor. This letter will need to be presented to the GED test administrators.