



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

210 Home Schooling

DIRECTIONAL POLICY

Nurturing & Protecting Catholic Education

Title of Administrative Procedure:

Home Schooling

Date Approved:

June 2026

Projected Review Date:

June 2031

Directional Policy Alignment:

This Administrative Procedure aligns with the Nurturing and Protecting of Catholic Education Directional Policy by ensuring that the Board maximizes, to the greatest extent possible, the achievement and well-being of all students.

Alignment with Multi-Year Strategic Plan:

The Home School Administrative Procedure supports the Board's Mission to nurture and celebrate the hearts, minds, bodies, and souls of our students through faith, living with hope and loving in Christ. This Administrative Procedure also aligns with the Board's Multi-Year Strategic Plan supporting the four tenets: to believe, to protect, to learn, and to nurture.

[CDSBEO Multi-year Strategic Plan](#)

Purpose

The Catholic District School Board of Eastern Ontario is committed to a parent(s)/guardian(s) right to provide home schooling for their child(ren). It is the policy of the Catholic District School Board that a student of compulsory age may be excused from attendance at school if the student is receiving satisfactory instruction at home or elsewhere, in accordance with procedures outlined in the [Ministry of Education Policy/Program Memorandum 131](#).

Action Required

- 1) Parent(s)/guardian(s) will inform the Superintendent of School Effectiveness of their intent to provide home schooling for their child, by completing the CDSBEO Intent to Home School Form.
- 2) The Superintendent of School Effectiveness will acknowledge the notification in writing, provide a copy of Policy and Program Memorandum No. 131 - "Home Schooling," and indicate that the student may participate in Education Quality and Accountability Office (EQAO) testing through the school board.
- 3) Should the parent(s)/guardian(s) wish to have their child(ren) participate in assessments for students in Grade 3, 6, and 9, and/or in the Ontario Secondary School Literacy Test (normally given to students in Grade 10), that are administered by the Education Quality and Accountability Office (EQAO), the parent(s)/guardian(s) should contact the school Principal prior to September 30th as noted in the written notification.
- 4) Parent(s)/guardian(s) who intend to continue home schooling for subsequent academic years are required to submit written notification to The Catholic District School Board annually, prior to September 1st.
- 5) Where the Board has reasonable grounds to be concerned that the instruction provided in the home may not be satisfactory, the Board will investigate the matter as per Ministry of Education Policy and Program Memorandum No. 131.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring that this Administrative Procedure is in alignment with the Directional Policy;
- Reviewing this Administrative Procedure to ensure compliance.

The Director of Education is responsible for:

- Ensuring that this Administrative Procedure is in alignment with the Directional Policy;
- Reviewing this Administrative Procedure to ensure compliance.

Superintendents of Schools and System Portfolios are responsible for:

- The Superintendent of School Effectiveness will acknowledge, in writing, the request for home schooling with appropriate reference to the legislation;
- Supporting investigations to ensure satisfactory instruction.

Principals and Vice-Principals are responsible for:

- Retiring the student from the school register with the explanation: "home schooling"

effective the date of the letter of acknowledgement from the Superintendent of School Effectiveness if the student attended the previous school day;

- Ensure that the home-schooling approval letter is placed in the school's Audit Box;
- Ensure the Ontario Student Record is maintained at the last school attended and contains the home school approval letter(s).

Student and Community Liaison Consultants are responsible for:

- Maintaining an up-to-date record of students who have received the Notification of Intent to Provide Home Schooling letter from the Superintendent of School Effectiveness. This information is provided to the SCLC by the Superintendent's administrative assistant;
- Contacting the parent/guardian if the student is not attending school and parent/guardian has not submitted the Home School Parent Intent Form (Appendix A) to the school/board.

Parents and Guardians are responsible for:

- Providing annual written notification to the Superintendent of School Effectiveness of the intent to participate in home schooling, using Parent Intent Form (Appendix A). The name, gender, and date of birth of each student who will be receiving home schooling, and the telephone number and address of the home should be included. The letter should be signed by the parent(s)/guardian(s);
- For continuing to provide home schooling in subsequent years, parent(s)/guardian(s) should give notification each year in writing prior to September 1st to the school board in whose jurisdiction their child last attended school;
- Notifying the principal of any change in address;
- Should they wish for their child(ren) to participate in EQAO assessments in grades 3, 6, and 9, and/or the Ontario Secondary School Literacy Test, contacting the home school in writing, by September 30th of the year in which the assessments/tests are being conducted, for information about the dates, times, and locations. No fees may be levied against parents for their children's participation in any of these EQAO assessments/tests;
- Should they wish their child to enroll in school, providing the principal with a transcript from ILC (Independent Learning Centre) showing successfully completed courses (if applicable);
- If they wish to, download curriculum policy documents and curriculum support material produced by the Ministry of Education free of charge from the Ministry's website;
- Where applicable, accessing Ministry of Health and Long-Term Care school health support and personal support services (and equipment). Regulation 386/99 under the Long-Term Care Act sets out the eligibility criteria for these services. The first criterion is that "the person must be enrolled as a pupil at a school or be receiving satisfactory instruction at home in accordance with clause 21(2)(a) of the Education Act." For a child

who is receiving home schooling to be eligible for these services, the parent must provide a letter from the school board indicating that the child is excused from attendance at school because the child is receiving satisfactory instruction at home.

Progress Indicators

- The School Register and Ontario School Record (OSR), which reflect home schooling, where applicable, are supported with the appropriate documentation from the parents and from the school.

Definitions

Home Schooling A method of education where parents or guardians take direct responsibility for their child's instruction at home, outside of the traditional, provincially funded school system.

Provincial School Attendance Counsellor When a school board is unable to determine whether a child is receiving satisfactory instruction, it may request that the Provincial School Attendance Counsellor inquire into the case under subsection 24(2) of the Education Act. The Provincial School Attendance Counsellor will appoint an inquiry officer to conduct the inquiry. If the inquiry determines that the child is not receiving satisfactory instruction and the Provincial School Attendance Counsellor orders that the child attend school, the school board must determine the appropriate action to be taken.

Related Documents

- [Appendix A - Home School Parent Intent Form](#)

References

- [Ministry of Education Policy and Program Memorandum No. 131.](#)