



INDIVIDUALIZED HOME INSTRUCTION PLAN (IHIP)

GRADES 1-6 INSTRUCTIONAL REQUIREMENTS

Complete the following IHIP and return within four weeks of filing a letter of intent. (Notes: Hours of instruction for grades 1-6 shall be 900 hours per year. While the subjects listed below must be taught, the course content may differ from the public school curriculum.)

SCHOOL YEAR: _____

CHILD'S INFORMATION	
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Last name:	First name:
Date of birth:	Grade level:

PARENT'S INFORMATION	
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Last name:	First name:	
Home address:	Apt. #:	
City:	State: NY	Zip:
Home telephone:	Alternate telephone:	e-mail address:

SUBJECTS	Syllabi, curriculum materials, textbooks <u>or</u> plan of instruction
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Arithmetic	
Reading	
Spelling	
Writing	
English Language	

Geography	
United States History	
Science	
Health Education	
Music	
Visual Arts	
Physical Education	
Bilingual education and/or English as a second language where the need is indicated.	
Following subjects to be covered during K-12: Patriotism/Citizenship Alcohol/Drugs/Tobacco Bicycle/Highway Safety Fire & Arson Prevention Safety.	

DATES OF QUARTERLY REPORT SUBMISSION:

Please indicate the dates you intend to submit quarterly reports. The number of reports should be proportional to the period of home instruction (**Please note:** The school year, as defined by NYS, runs from July1-June 30 and it is recommended that your quarterly reports fall within this time frame.)

Dates for Quarterly Reports (if selected, add dates below)	Suggested Dates for Quarterly Reports
1st Quarter: ___/___/___	1st Quarter: 11/11/___
2nd Quarter: ___/___/___	2nd Quarter: 2/3/___
3rd Quarter: ___/___/___	3rd Quarter: 4/14/___
4th Quarter: ___/___/___	4th Quarter: 6/23/___

Name(s) of individual(s) providing instruction: _____

Signature(s) of Parent(s)/Legal Guardian(s): _____

Kindergarten Curriculum -- for children 6 or older

Please note – according to NYS regulations no Letter of Intent, IHIP, Quarterly Reports or Year-End Assessment are necessary for Children 5 and under. *Education Law 3205 requires children who turn six on or before December 1 to receive instruction from the start of the school year in September of that year. Children who turn six after December 1 must begin to receive instruction no later than the first day of school the following September.

Kindergarten doesn't have a required curriculum, although Letter of Intent, IHIP, Quarterly Reports and Year-End Assessment are still necessary if your child's age mandates reporting*. Kindergarten might include: Reading Readiness, Math Readiness, Language Development, Health Education including personal safety and AIDS instruction, Music, Physical Education, In addition-patriotism and citizenship, alcohol/drugs/tobacco abuse, bicycle/highway safety.

Please submit completed documents electronically via email to registrar@cortlandschools.org or mail your IHIP to the below address. Feel free to attach additional supporting documentation.

Compliance items including Letters of Intent, Quarterly Reports, IHIPs, and Annual Assessments cannot be accepted via fax.

Jade Zupancic
Central Registration Office
Kaufman Center
1 Valley View Drive
Cortland, NY 13045

Phone: 607-758-4106, ext 2219

NOTE: **Make a copy of this document for your files**

1. Library Skills: May be taught within the context of subject areas.
2. Bilingual education or English as a second language should be provided where a need is indicated.
3. Some subjects may be taught in an integrated fashion (e.g. science/health) but the IHIP must show content taught.