



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Homeschool

Parent and Guardian Guide

June 2022



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Introduction

The homeschool application is designed to process and monitor students who are being educated at home versus the traditional in-class learning environment. This application will allow parents/guardians to enroll, continue, or discontinue their students homeschool enrollment throughout the school year.

Homeschool Registration

1. To access the homeschool application, go to homeschool.dc.gov. *Note: Google Chrome is the preferred internet browser.*

A screenshot of the DC.gov sign-in page, version 3.0. The page features the DC.gov logo at the top center, which includes the letters "DC" in blue and ".gov" in red, with three red stars above the ".gov" text. Below the logo, the text "Sign in with your social account" is displayed. There are two buttons: a blue button labeled "OSSE AD" and a red button labeled "G+ Google". Below these buttons is the word "or" in a light gray font. Underneath, the text "Sign in with your email address" is shown. There are two input fields: "Email Address" and "Password". A link "Forgot your password?" is located to the right of the password field. At the bottom of the form is a large blue button labeled "Sign in". Below the button is another "or" in light gray. At the very bottom, there is a link "Don't have an account? Sign up now".

- a. **For New Parent/Guardian:** Use Google or click “Sign up now” to register.
- b. **For Returning Parent/Guardian:** Sign in with Google or use your email address and password.

Note: A returning parent/guardian has homeschooled their student(s) any time during the 2020-21 or 2021-22 school years. It is highly recommended to use the same email address that was used in a prior school year.

2. Upon a successful authentication, you will be directed to the consent form.
3. Click **Agree** to access the application.



Step 1: Parent/Guardian Dashboard

This page captures parents'/guardians' demographic information.

Step 1a: Parent/Guardian Dashboard

4. Complete the information for the Parent/Guardian Dashboard section.
 - a. **For New Parent/Guardian:** Enter your information.
5. **For Returning Parent/Guardian:** Verify and update your information. In the Second Parent section, complete the information. This section is optional.
6. Click **Save**.

☰ Homeschool District of Columbia Office of the State Superintendent of Education

Parent/Guardian Dashboard

First Name:* Test First Name	Last Name:* Test Last Name	Contact Number:* (123) 123-1231	Email Address:* test@email.com	
Address:* 441 4TH STREET	Quadrant:* NE	City:* Washington	State:* District of Columbia	Zip Code:* 20002

Second Parent

First Name: Test Second Parent	Last Name: Second Parent Last Name	Contact Number: (555) 666-7778	Email Address: movestammy@gmail.com
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Step 1b: Parent/Guardian Education Documents or Waiver Request

7. Answer the below education questions to determine whether you can upload an education document or complete a waiver request.
 - a. Do you have a high school diploma?
 - b. Do you have a GED?
8. The questions have the below values.
 - a. **Yes** – indicates the credential has been earned and you have documentation available to upload.
 - b. **Yes, but not available** – indicates the credential has been earned but you do **not** have documentation available to upload.
 - c. **No** – indicates the credential has **not** been earned.

Note: You must upload an education document if you answer "Yes" to either of the questions above. If you uploaded educational document(s) in the previous school year, click on the



“2021-2022” tab to view the document(s). You will need to download the document and then upload it in the “2022-2023” tab.

9. If you answer **"No"** or **"Yes, but not available"** to the questions above, then you may submit a waiver request by completing the waiver request form below.
 - a. Enter the reason for submitting a waiver request.
 - b. Enter information to describe your ability to provide thorough and regular instruction to the student.

Apply Waiver Request *Waiver Request Instructions can be found [here](#).*

Reason for Waiver Request: _____

Test Waiver

Please describe your ability to provide thorough and regular instruction to the student. Supporting documentation can be uploaded


Test Waiver ability function.

10. Drag files to upload or click **Choose File** to attach document(s). This includes the waiver request supporting documentation if any.

Parent/Guardian Education Documents/Waiver Request

Do you have a High School Diploma?*
Yes Do you have a GED?*
No No

Upload Education Documents



Drag files to upload
(or)

Choose File

11. Uploaded documents will display in the document table.

Document Name	Document Type	Created By	Created Date	Download	Delete
Test.docx	Educational Document		06/24/2022		
Items per page: 5 1 – 1 of 1 < >					



Step 1c: Acknowledgement/Assurances

12. Read and click the checkboxes for each of the acknowledgement/assurances questions.

Parent/Guardian Education Documentation:* I acknowledge that parents and legal guardians who wish to homeschool their children must have a high school diploma or its equivalent. Notifications submitted without the required education documentation will be marked as pending and denied after seven (7) calendar days if documentation or a waiver request has not been submitted. Notifications must be submitted at least business 15 days prior to withdrawing your child from school and before home instruction begins.

Specialized Education Acknowledgement:* I acknowledge that homeschool students who received specialized instruction and related services while enrolled in their local education agency (LEA) are no longer eligible to receive those services after withdrawing from their respective LEA. To seek an offer of Free Appropriate Public Education (FAPE), please contact District of Columbia Public Schools at dcps.childfind@dc.gov.

Assurances:* District of Columbia Municipal Regulations (DCMR) Chapter 52, section 5200 requires the following for a homeschooling program:

- Parent/legal guardian must maintain a portfolio of their children's materials for at least one year after the end of an instructional year occurs.
- The home instruction program must include, but need not be limited to language arts, mathematics, science, social studies, art, music, health, and physical education.
- The OSSE may, at its discretion, request to review the portfolio of homeschooling materials.

*By checking this box and implementing a homeschooling program in the District of Columbia, I agree to all terms and conditions outlined in the [DCMR 5200](#) Homeschooling Regulations.

13. Click **Save**.

14. The message “**Educational Data is successfully saved**” will be displayed at the bottom of the screen.

Step 2: Student Registration

Step 2a: Add Student

15. Click the **Add Student** button to add a student you intend to homeschool. *Note: Returning parent/guardian will have the student(s) listed from the previous school year.*

16. Enter student information and click **Save**. The student information will appear in the Student table.

First Name:* _____	Middle Name: _____	Last Name:* _____	
DOB:* _____ MM/DD/YYYY	Gender:* _____	Race:* _____	Ethnicity:* _____
			<input type="button" value="Save"/> <input type="button" value="Cancel"/>



Step 2b: Enroll Student

17. To submit your student's application for homeschool, click the **Enroll** icon (📅).

Enroll	Discontinue	First Name	Middle Name	Last Name	DOB	Gender	Race	Ethnicity	Status	View / Edit / Delete
		John		Doe	09/30/2017	Male	Black or African American	Not Hispanic	Not Enrolled	

Items per page: 5 0 of 0 < >

Step 2c: Enrollment Details

18. Complete the **Prior Enrollment** details.

- Type of School Attended
- Last School Attended
- Last Date of Attendance

19. Enter the **Homeschool Enrollment** details.

- Grade
- Reason for Homeschool (*Optional*)
- First Day of Homeschool

20. Click **Submit**.

[Home](#)

Student Name: John Doe **Date of Birth:** 09/30/2017 **USI:** **Registration Status:**

Information Enrollment

Prior Enrollment *Fill in most recent schooling details*

Type of School Attended *
DC Public Charter

Last School Attended *
Achievement Preparatory Academy PCS - Wahler Place Element...

Last Date of Attendance *
6/10/2022

MM/DD/YYYY

Homeschool Enrollment *Fill in details for Homeschool enrollment*

Grade *
1

Reason for Homeschool (*Optional*)
Religious Reasons

First Day of Homeschool *
8/26/2022

The first day of homeschooling cannot be prior to today's date
(MM/DD/YYYY)

[Submit](#) [Cancel](#)


Step 2d: Enrollment Confirmation

21. A successful submission message will be displayed as shown below.

Enrollment submitted successfully **Enrollment**

22. You will receive an email notification stating your homeschool application was received.




23. Click the **Home** icon () at the top right of the screen to return to the Parent/Guardian Dashboard.
24. The **Status** in the **Student Registration** table will be updated to **Under Review**.

*Note: When the **Status** is **Under Review**, you cannot make any edits to the student's information. When your student is approved, that status will change to **Approved** and you will receive an email notification.*



Discontinuation

If you no longer choose to homeschool your student(s), follow the steps below to notify OSSE that you will be discontinuing homeschool.

1. Go the **Student Registration** section.
2. Click the **Discontinue** icon () next to your student's name.
3. Complete the **Discontinuation** form and click **Submit**.

Discontinuation

Parents/legal guardians may choose to discontinue a homeschooling program at any time. Please complete this notification at least 15 business days prior to homeschool program discontinuation. [DC Municipal Regulations 5203.2](#). A parent or legal guardian shall notify the OSSE in writing of any discontinuation of home schooling for any reason 15 days, not including Saturdays, Sundays, or District holidays, prior to discontinuation of home schooling. *OSSE will provide a notice of confirmation.

Date Discontinuation Begins *		Point of Contact First Name
MM/DD/YYYY		
Type of School Attending *	▼	Point of Contact Last Name
Date of Enrollment *		Point of Contact Phone Number
MM/DD/YYYY		
Discontinuation Reason *	▼	Point of Contact Email

Acknowledgement

By checking this box, I acknowledgement discontinuation of home schooling in the District of Columbia and agree to all terms and conditions as outlined in the [DC Municipal Regulations 5203.2](#).

Parent/Guardian Full Name *

4. You will receive an email notification confirming receipt of your intent to discontinue.



Support

For any questions or concerns, please email OSSE.homeschool@dc.gov.