



North Carolina Home School Guidebook

www.ncdnpe

984-236-0110

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Homeschooling in North Carolina

The North Carolina compulsory school attendance law (Article 26, Chapter 115C) requires that parents and/or guardians, of children who are at least age 7 but not yet 16, ensure that their children attend school. Parents may use their discretion to select the educational environment to fulfill the compulsory school attendance law. Parents are legally allowed to home school their children as prescribed by G.S. 115C-563(a). G.S. 115C-563(a) defines a home school as “a nonpublic school consisting of the children of not more than two families or households, where the parents or legal guardians or members of either household determine the scope and sequence of academic instruction, provide academic instruction, and determine additional sources of academic instruction”.

The entire statute can be reviewed by clicking the following link:

https://www.ncleg.net/enactedlegislation/statutes/html/byarticle/chapter_115c/article_39.html

Parents who desire to home school their child or children must submit a Notice of Intent to Operate a Home School (NOI) to the North Carolina Division of Non-Public Education (DNPE). DNPE is authorized by state law to receive all home school notices of intent to begin initial operation and to terminate operation. DNPE is also authorized by state law to annually inspect the school’s student attendance and nationally standardized achievement test records. Chief administrators of home schools may receive an invitation to meet with a DNPE representative outside the general home school for annual inspection of student records.

Home School Qualifications and Requirements

As prescribed in Article 39 of G.S. 115C, parents/guardians residing in North Carolina and desiring to home school their children who are at least age 7 but not yet age 16 must:

- Hold at least a high school diploma or its equivalent;
- Send to DNPE a Notice of Intent to Operate a Home School;
- Elect to operate under either Part 1 or Part 2 of Article 39 of the G.S. 115C as a religious or non-religious school;
- Operate the school on a regular schedule for at least nine calendar months, excluding reasonable holidays and vacations;
- Make and maintain the school disease immunization and annual attendance records for each student (see sample attendance record located in the Appendix);
- Have a nationally standardized achievement test administered annually to each student; and
- Notify DNPE when the school is no longer in operation.

Listing a Home School for Legal Recognition

Pursuant to G.S. 115C-552 and 115C-560, a Notice of Intent (NOI) to operate a new home school or a notice of termination of an existing home school must be provided to DNPE

Notice of Intent to Operate a Home School may be submitted during the months of July through April each year, Monday – Friday 7AM – 7PM. NOI forms WILL NOT be accepted during May and June of each year. IF there are extenuating circumstances where a family feels that their only option is to withdraw their child (children) from their current school during the inactive period, a family may contact DNPE to request a NOI form.

Children between the ages of seven and 16 years of age are required to be enrolled in either public or non-public school. Those who anticipate forming a home school to educate a child when the child reaches seven years of age should submit the NOI before the child’s 7th birthday. Please do not file a NOI if the only school-aged child will not turn age 7 in the current school year, since the compulsory school attendance laws would not yet be applicable. The notice must include the name and address of the school along with the name of the school’s owner and chief administrator. The chief administrator is the parent or guardian who will have the responsibility of communicating with DNPE for school related issues.

There is a limit of one NOI per household (not per child). Therefore, it is NOT necessary for the chief administrator to file another NOI to add an additional student.

Submitting Notice of Intent (NOI) to Operate a Home School

A “NEW” NOI to operate a home school must be submitted electronically.

The following are screenshots as they will appear as you proceed through the electronic NOI submission process. Please make sure to complete each required component.

The screenshot shows a website navigation bar with the following items: Home, Divisions, Public (selected), Businesses, Government, Advocacy, News, and About DOA. Below the navigation bar is the main heading "Home School Information". Underneath this heading, there is a section titled "Notice of Intents (NOIs)". To the left of this section is a graphic with the word "IMPORTANT" written in blue marker on a whiteboard, with a hand holding a blue marker. To the right of the graphic is a blue arrow pointing to a dark blue button that says "File a Notice of Intent to Establish a NEW home school" with a right-pointing arrow. Below this button are two more dark blue buttons: "Log into your Home School Account" and "Attendance Record Template (PDF)", both with right-pointing arrows. A text box next to the graphic states: "*New Notice of Intents to operate a home school are not accepted May - June. DNPE will resume accepting new Notice of Intents on July 6, 2021." At the bottom of the screenshot is the heading "Information for Home Schools" with a horizontal line underneath.

Notice of Intent to Establish a Home School

North Carolina law defines a home school as a non-public school consisting of the children of not more than two families or households, where the parents or legal guardians or members of either household determine the scope and sequence of the academic instruction, provide academic instruction, and determine additional sources of academic instruction. [General Statute 115C-563\(a\)](#).

Parents and legal guardians (Chief Administrators) operating the home school must:

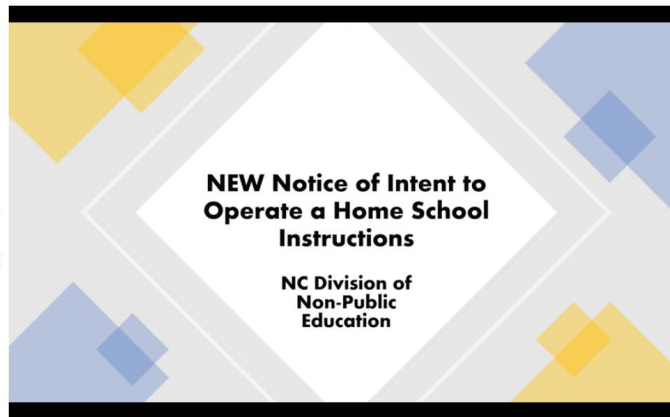
- Live in North Carolina and maintain an accurate permanent mailing address in the Division of Non-Public Education file (G.S.115C-552).
- Provide evidence of at least a high school diploma or GED (G.S. 115C-564).
- Provide academic instruction to students on a regular schedule for at least 9 calendar months of the year (with the allowance of reasonable vacations and holidays) (G.S. 115C-548)
- Administer (or have administered) a nationally normed and standardized achievement test measuring spelling, grammar, reading and mathematics each year for EACH student enrolled in the home school. (G.S. 115C-549,557,564)
- Maintain on file for at least one calendar year
 1. Attendance charts (a form is provided on the website)
 2. Immunization records
 3. annual testing records for each enrolled student
- Provide required records for inspection to an official of the Division of Non-Public Education when requested (G.S.115C-553, 549).
- **Close the home school within 30 days by notifying Division of Non-Public Education when there are no more students being actively home schooled** (i.e. when all students have been enrolled in another school or graduated). Schools may be reopened at a later time if necessary. You may close a school by [logging into the system](#). (G.S 115C-552, 115C-564).

[DNPE Home](#) : [NCDOA Home](#) : [NC.gov](#)
North Carolina DNPE System
Copyright ©2019 North Carolina Department of Administration
Division of Non-Public Education
Version: V20190223

Please view the following video before proceeding.

At the conclusion of the video, a button will appear that will allow you to continue.

(Click in the bottom margin of the video and use the "F" key to toggle between Full Screen mode.)

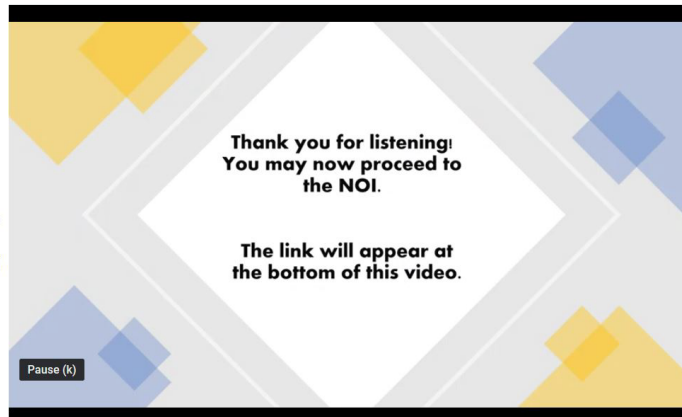


[DNPE Home](#) : [NCDOA Home](#) : [NC.gov](#)
North Carolina DNPE System
Copyright ©2020 North Carolina Department of Administration
Division of Non-Public Education
Version: V2020.0706

Please view the following video before proceeding.

At the conclusion of the video, a button will appear that will allow you to continue.

(Click in the bottom margin of the video and use the "F" key to toggle between Full Screen mode.)



[DNPE Home](#) : [NCDOA Home](#) : [NC.gov](#)

www.dnpeSYS.nc.gov says

You'll need diploma evidence for each teacher to finalize your Notice of Intent form. Please gather the diploma evidence documents before proceeding.

Submit only ONE of the following for each teacher: High school diploma or transcript, college diploma or transcript (AA, AAS, BS, BA, or higher) GED transcript, DD214 or active military credentials. The preferred method is a PDF file or alternatively a photo in .jpg, .png, or .gif format.

OK

Notice of Intent to Establish a Home School

In order for you to review and update your home school record, a unique User id and password must be set up. you must also have a valid email address to participate in the online registration. If you do not have an email address, you may use our [manual registration form](#).

Hints for setting up your User ID

Your User ID must contain at least one letter and no special characters. Remember this ID! You'll use it each time you need to update your information.

User ID

Hints for Setting up your password

Password must be at least 8 characters, have at least 1 number and contain no spaces or special characters. Remember this password! You'll use it each time you need to change your information.

Password

Re-enter Password

Email Address

Re-enter your Email Address

[← Back](#) [Next →](#)

Notice of Intent to Establish a Home School

Home School Name (30 Characters Max)

Mailing Address

City State Zip

County of Residence
-- Select County --

My physical address is different from my mailing address.

Primary Phone Number
Form: 999-999-9999

Alternate Phone Number
Form: 999-999-9999

Chief Administrator

Note: The chief administrator should be the person/parent that will manage the home school, update the online account and/or call DNPE to discuss the home school record.

First Name Middle Name Last Name Suffix

Chief Administrator is a teacher within the home school

Under which part of Article 39 do you elect to operate:

- Part 1 (Religious)
- Part 2 (Non-Religious)

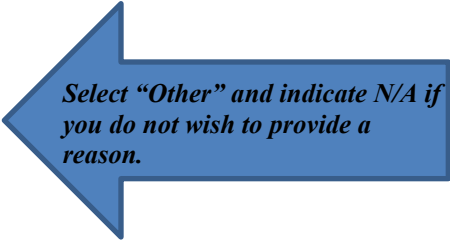
Please select the reason for choosing to home school your children:

Student Enrollment

Please enter total number of enrolled students by age and gender:

Age	Male	Female
6	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>

Child has special needs that require individualized and specialized instruction
 Child is advanced and require individualized and specialized instruction
 Dissatisfied with the public school system
 Dissatisfied with my child's current private school
 The Coronavirus pandemic
 Other reason (specify)



Notice of Intent to Establish a Home School

Teacher's Name

Teacher's Name

Teacher's Name

Diploma evidence for the Chief Administrator and each additional teacher should be uploaded here. The preferred method is a PDF file or alternatively a photo in .jpg, .png, or .gif format.

The following are documents that the division of Non-Public Education can accept as evidence of a high school diploma or equivalency. Submit only one of the following for each teacher listed above:

- High school diploma or transcript
- GED transcript
- College diploma or transcript (AA, AAS, BS, MS or PhD)
- DD214 (Discharge document) or active military documentation

All evidence should clearly indicate the issuing institution or agency and the date when the document was issued.

If you are unable to attach the required documents, [please click here for a helpful tutorial](#) on attaching a document and other alternative submission methods.

Supporting Documentation

To upload files, Choose a file and then click "Add to List" to add it to the file listing. You may add multiple files.

Choose File No file chosen Add to List

Files to be uploaded

[← Back](#) [Next →](#)

If there are technical difficulties submitting the NOI online, please contact DNPE at 984-236-0110.

Annual Update

To assist each home school in complying with G.S. 115C-552 and G.S. 115C-560, each home school is requested to update the enrollment annually, update the school address anytime it changes, and to notify DNPE if the home school has been terminated (or log into the school account and close the home school).

If there are technical difficulties while completing the annual update, please contact DNPE at 984-236-0110.

Diploma Evidence for Parents/Guardians

The chief administrator shall provide a **copy of his/her and all teachers'** high school diploma, college diploma or GED to DNPE. Acceptable examples of graduation from high school include a copy of the high school or college transcript—provided it states clearly that a diploma (high school or college) was awarded in a specific month and year. High school certificates or copies of them are not acceptable.

A letter on the letterhead of the educational institution of graduation stating the full name of the chief administrator and that a high school or college diploma was received from that institution in a specific month and year is also acceptable evidence of graduation

If the graduation documentation is in a language other than English, please enclose an English translation of it by a non-related adult residing outside of the household. That person should then sign and date the translated document and provide a telephone number and mailing address for verification purposes. The credentials of the person performing the translation should also be provided.

Failure to include diploma evidence with your NOI will delay processing and, consequently, may delay the withdrawal of your student from the conventional school in which he/she is currently enrolled.

Backdating the Notice of Intent form

Backdating is prohibited. Listing with DNPE begins on the date both the NOI form and the diploma evidence(s) are received and **processed** by DNPE—not on the date entered on the NOI form or the date it was submitted electronically.

Re-Opening a Home School

If you had a previous home school, the home school chief administrator can submit electronically a NOI to re-open his/her home school. Please note that if an online account has not been established for the closed home school, the chief administrator will need to contact DNPE for access to the account. The following requirements will still apply:

- The same home school name must be used.
- The chief administrator must provide a current and valid email address, the previous address, county and update the address if applicable.

Acknowledgment of Notice of Intent

Beginning July 1, 2011, all official acknowledgments for legally listed home schools from DNPE will be sent to the email address provided by the chief administrator during the initial submission of the Notice of Intent. This email should be saved by the chief administrator for future reference and use. The chief administrator can also log into the school account and print an official verification form to document that the home school is legally listed with the NC Division of Non-Public Education.

In a case when a chief administrator needs an acknowledgement of a school's current listing with DNPE, "Verification Certificates," can be retrieved and print from the online portal system. All existing and new home schools have access to an account in the online portal. If the chief administrator has not logged into the online portal since July 10, 2017, he/she should follow the following instructions.

Go to www.ncdnpe.org and click the box to "log into your homeschool account" -- you will be directed through a series of steps to establish your online user name and password.

You will see a menu: **choose "existing home schools that have not logged in since July 10, 2017"** and enter your SCHOOL ID and LAST NAME.

1. The system will send you a temporary password to the **email address on file**. If you do not receive the email, please check your spam folder.

This will only work if you have the correct email address on file. If you have changed your email and not updated it on your DNPE record, you will not be able to set the username until you call the office to update the email.

2. Click the link within the email you received and **use your SCHOOL ID number** as the username **with the temporary password within the email**.

3. You will then be instructed to **create a username and new password before you can gain access to your home school record. You may not use your SCHOOL ID number as your new password.**

4. You need to **"save"** after any changes are made.

School Names and Chief Administrators

Selecting a school name

1. School name length should not exceed 30 characters (including spaces and punctuation);
2. To avoid duplication and confusion, do not use the following words in the name: "Charter, college, elementary, family, grade, grammar, high, home, incorporated (or inc), junior, kindergarten, lower, middle, primary, public, residence, schooling, secondary, seminary, senior, the, university or upper";
3. Any school submitting its NOI without providing a school name will automatically be assigned a school name beginning with the last name of the chief administrator followed by the word "school."

Changing a School Name

The school name submitted to DNPE on the initial NOI will be the only name retained and used officially by the division for state record keeping, all future filing, correspondence, identification, mailing, etc. purposes.

If you change your school name after initially listing with DNPE, when corresponding or completing DNPE forms, thereafter, always use your new school name first followed by, in parentheses, the word “formerly” and the school name submitted on your initial NOI to DNPE.

Procedure for Changing the Chief Administrator’s Name

There are **only four circumstances** under which DNPE will change an existing home school chief administrator’s name:

1. An official divorce
2. A legal change of last name by a court of law
3. Marriage
4. Death

Once a divorce, a legal change of last name by a court of law, or a marriage has occurred, you will need to have logged into the online account and uploaded evidence (a copy of the official marriage/divorce decree) of the name change.

If the chief administrator passes away, the surviving parent/guardian should contact DNPE. The new chief administrator will need to submit evidence (copy of an obituary or death certificate) that the former chief administrator is deceased. The evidence should be uploaded to the online account for the home school. If DNPE does not already have high school or college diploma evidence on file for the surviving parent/guardian, a photocopy of such evidence must be uploaded to the online account as well. An updated email address for the new chief administrator should also be provided.

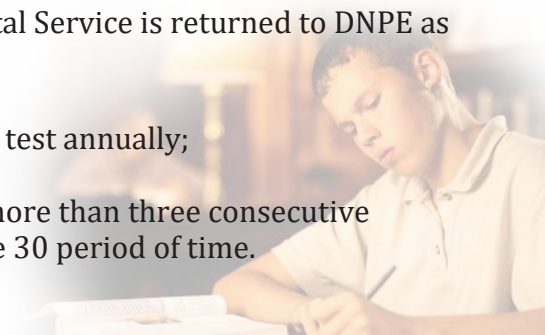
Termination Power of a Home School

The home school chief administrator may exercise the authority to terminate a home school’s operation at any time by notifying DNPE of the termination decision pursuant to G.S. 115C-552 and 115C-560.

Additional Reasons Home Schools can be terminated

Failing to meet *all* of the home school legal requirements, including:

- Providing an invalid school address;
- If any correspondence sent to a home school via the U. S. Postal Service is returned to DNPE as undeliverable or address not known;
- Home schools that have moved out-of-state;
- Home schools that do not administer a national standardized test annually;
- Home schools that report no student enrollment; and
- Home schools that do not operate on a regular schedule for more than three consecutive calendar months during any July 1 through the following June 30 period of time.



Please note: When the home school no longer meets the legal home school requirements, there is the risk of compulsory attendance prosecution by local public school officials.

Out of State Travel

The Administrator and students of a North Carolina home school must maintain legal residency in North Carolina. Failure to maintain legal residency shall terminate the home school. If a home school family will be temporarily living in another state for an extended period of time, the chief administrator should inquire of the state of the temporary residence about the truancy laws of that state.

Two-Household Home Schools

If a home school (household A) currently listed with DNPE is teaching students who are of North Carolina compulsory attendance age (at least age 7 but not yet age 16) and who live in the house wishes to also teach students from **ONE** additional household (household B), the home school may legally do so.

If the local conventional school where household B's children currently attend requires written verification that those students are now enrolled in household A's home school, the household A home school chief administrator will need to provide that information to the local conventional school in order for that local school to officially release the household B students to attend household A's home school.

Only educational settings in which each household has children living in them (who are at least age 7, but not yet age 16) can qualify as two-household schools. Educational settings involving children from three or more households cannot qualify as home schools. Such arrangements must instead follow the conventional non-public school legal requirements.

Home School Visits by DNPE

Since 1985, the North Carolina General Statutes (115C-549 and 115C-557) governing home schools has required that certain home school records “...shall be made available...at the principal office of such school, at all reasonable times, for annual inspection by a duly authorized representative of the State of North Carolina.” The purpose of the visit is to determine that the home school record keeping statutory requirements are being met on a continuing basis. A random selection of home schools will be requested to attend a Record Review Meeting. The meeting will always take place at a local library or municipal building and the representative will always be a member of the NC DNPE staff. You will always receive at least a five-day notice via the United States Postal Service, telephone, or email.

Record Review Meetings

DNPE utilizes a program called Record Review Meetings to monitor home school record-keeping compliance with North Carolina statutes. At the selected date and time, the parent and the DNPE official meet for about 15 minutes to review the legal records required by each home school. The program involves the following:

- Any home school administrator who (since filing with DNPE an initial NOI) is eligible to be invited to *voluntarily* participate in a record review meeting. Schools are randomly selected for the invitation.
- DNPE establishes a temporary office space for a day or more in major cities throughout the State. Record Review Meetings are scheduled statewide each school year for two-three weeks within each school month between September 1 and May 31.
- Each qualifying family living within a one-hour drive of the meeting location near them receives by email or postal mail (about 15 days in advance) an invitation to participate. It gives the location, directions to the location, dates, items to bring, and the name of the DNPE staff member conducting the meeting.
- The invitation asks the family to schedule an appointment using a specific link for only scheduling an appointment. If the link is broken or because of technical issue the family can call the DNPE office within 10 days to select a convenient appointment date and time.

National Standardized Testing Requirement

In accordance with G.S. 115C-564, each student enrolled in a home school is required to take a national standardized test annually. The chief administrator is responsible for securing and scheduling the national standardized test. The test results must be kept on file at the home school for at least one year thereafter. The test results must be made available for annual inspection upon request by a DNPE staff member. Test results provided to DNPE are not considered a public record and will not be shared.

Machined-scored assessments are not required nor is there a minimum score requirement on any national standardized test for any home school student. **North Carolina public school End- of-Grade tests are not required nor do these tests meet the state requirement for annual national standardized testing.** Visit the DNPE website <https://ncadmin.nc.gov/public/home-school-information/home-school-requirements-recommendations/nationally-standardized> for an up-to-date listing of testing vendors.

Below are tests home schools in North Carolina use most often; however, there are many others available to choose:

- BASI
- Brigance
- California Achievement Test (CAT)
- Iowa Test of Basic Skills (ITBS) for grades 1–8 and also called Iowa Tests of Achievement and Proficiency (TAP) for Grades 9–12
- Personalized Achievement Summary System (PASS)
- SAT with the Essay
- Stanford Achievement Test
- Terra Nova Plus
- Woodcock-Johnson Tests of Achievement (WJ III is the latest version)



Nationally Standardized Achievement Test Vendors

Test Vendor	Address	Phone Number	Web Site/Email
ATC Educational Services	Angie Cutlip 3700 Valley Pine Court Wendell, NC 27591 Beverly Hardister 7740 Orchard Park Circle Harrisburg, NC 28075 Allison Olds 4408 Woodcroft Ct Wilmington, NC 28405	(919) 374-0282 (Wendell location) (704) 454-3140 (Charlotte location) (910) 297-5302 (Wilmington location)	www.atced.com
Academic Success Testing Service	1130 Ashleybrook Plaza Ln. Winston Salem, NC 27103	(336) 239-5529	Email: Mtodd11658@gmail.com website: yourabcdyslexia.com
Achieve	Cindy Hyde 705 Old Mountain Page Road Saluda, NC 28773	(828) 329-9921	Email: cindy@achievementtesting.info Website: https://achievementtesting.info/
Anchor Educational Evaluations & Consultations	Rebecca Helms 146 Wind Chime Ct Raleigh, Wake County 27615	919-792-8340	Email: info@anchoreec.com Website: https://www.anchoreec.com/
Bayside School Services	PO Box 250 Kill Devil Hills, NC 27948	(800) 723-3057 (252) 441-5351	www.baysideschoolservices.com
Bindrim Testing & Educational Services	1063 Carriage Trail Rocky Mount, NC 27804	(252) 451-0118	www.testingandeducationalservices.com
Bob Jones University Press	BJU Press Customer Service 1700 Wade Hampton Blvd. Greenville, SC 29614-0062	(800)845-5731 or (864)770-1317 (for questions) M-F 8am-5pm EDT	www.bjupresshomeschool.com Email: testing@bjupress.com
Covenant Education Services	1213 Queen Anne Road Wilson, NC 27896	(252) 281-4788	www.covenanteducationalservices.net Email: covenantedsvs@gmail.com
Crosspointe Educational Services	PO Box 10 Willow Spring, NC 27592 1421 East Broad Street Fuquay-Varina, NC 27526	(919) 341-1552 (888) 713-1249	www.cestesting.com Email: info@cestesting.com
Growing Scholars	665 Belmorrow Drive Charlotte, NC 28214	(704) 394-2165	Website: https://www.growingscholars.com/ Email: Growingscholars@aol.com
Foundations Educational Services LLC	2101 Piney Grove Wilbon Road Holly Springs, NC 27540	(919) 758-0811	www.foundationseducation.com
Teaching Achieving Students Inc.	10237 Garrett Grigg Road Charlotte, NC 282621	(704) 453-9534	www.tasacademy.org

The Cardinal Center for Behavior Analysis (Special Needs Testing)	Sara Moser Licensed Special Education Teacher	Office (919)-234-1546 Fax (919)-234-1603	Email: Sara.moser@thecardinalcenterforbehavioranalysis.com
Hewitt Educational Resources	2103 Main Street Washougal, WA 98671	(360) 835-8708 (800) 348-1750	www.hewitthomeschooling.com Email: sales@hewitthomeschooling.com
Homeschool Testing Services: A service of Classical Conversations, Inc.	255 Grant St. West End, NC 27376	(910) 673-0100 x1	www.homeschooltestingservices.com Email: info@homeschooltestingservices.com
Lighthouse Educational Services	81 Kendall Drive Clayton, NC 27520	(919) 302-5786	www.lighthouseedu.net Email: info@lighthouseedu.net
Professional Teaching & Testing	Penny M. Smelcer 1107 Fallen Oak Drive Apex, NC 27502	(919) 362-1658	http://www.psmelcer.wix.com/classes Email: psmelcer@nc.rr.com
Piedmont Education Services	1629 Turfwood Drive Pfafftown, NC 27040	(336) 924-2494	www.pesdirect.com
Seton Testing Service	1350 Progress Drive Front Royal, VA 22630	(800) 542-1066 FAX: (888) 282-7806	www.setontesting.com Email: testing@setontesting.com
Smoky Mountain Academic Resources and Training (S.M.A.R.T.) Asheville, Western NC (WNC), Wilmington, Hickory, Murphy, Morganton, Charlotte	Glenna Toney SMART Office 10 Rosscraggon Dr. Asheville, NC Renee Smith 3 Keel Street Unit #5 Wrightsville Beach, NC	Asheville location (828) 775-7949 Wilmington location (804) 389-0076	www.smarttesting.net Email: glenna@smarttesting.net Email: renee@smarttesting.net
Southeast Educational Associates	PO Box MM Saltville, VA 24370	(276) 496-7777	www.aopse.com
SAT/ACT – additional essay subtest is required to count these tests. The PSAT/PACT does not fulfill the testing requirements.	Please register online.	SAT Home-School code 970000 ACT Home-School code 969-999	https://www.collegeboard.org/ http://www.act.org/
TestPoint	High Ground Solutions 2100 River Haven Dr., Ste 210 Birmingham, AL 35244	(888) 988-5884	http://testpoint.net/testing-products/achievement-testing/ amber@highgroundsolutions.com
Triangle Education Assessments, LLC	5512 Merion Station Drive Apex, NC 27539	(919) 387-7004 1-877-843-8837	www.TriangleEd.com Email: info@triangleed.com
Triangle Learning and Development Resources	209 Lloyd Street, Suite 230 Carrboro, NC 27510	(919) 886-4437	www.triangle-ldr.com jamie@triangle-ldr.com

****This list is provided as a courtesy. It is not to be interpreted as an endorsement or recommendation by DNPE.**

Home School Academics

Home School Instructors

The law allows, for two-household schools—educational settings in which children from both households can legally receive academic instruction together—to be instructed by a parent/ legal guardian (or other adult) living in either household. The chief administrator and all instructors in the household(s) must hold at least a high school diploma or its equivalent.

Use of “outside of the household” professional educator

Academic Instruction

G.S. 115C-563(a) gives the legal definition of a home school. It allows the parent, legal guardian, or a member of the two-family home school the discretion to determine the scope and sequence and sources of the academic instruction including, but not limited to, the use of professional educators, tutors, and other persons knowledgeable about the subject of instruction...

Consultant Services

Professional educators may provide such services as:

- Guidance concerning the choosing of curriculum, textbooks and standardized testing;
- Acquiring curriculum, textbook and standardized test materials;
- Administering and scoring of the student’s annual nationally standardized achievement test;
- Meeting periodically with the teaching parent/guardian to instruct him/her on how to best present the forthcoming academic subject material to the student;
- Assist the parent with the grading of homework; and
- Answer any educational questions the teaching parent/guardian may have.

Enrollment in Distance Learning Programs

A North Carolina family may legally enroll its students in a distance learning program (such as a correspondence, internet-based, or audio/video program), and utilize that organization’s textbooks, curriculum, learning materials, etc.

However, if the student is at least age 7 but not yet age 16 (age 18 if the student wishes to obtain/retain a North Carolina driver’s license), the family must first establish its own North Carolina home school by listing it with DNPE.

When doing so, the family must list the *parent/guardian’s* name as the home school owner, chief administrator and instruction provider as well as the parent/guardian’s address and telephone number (NOT that of the distance learning program).

On an on-going basis from that point, the family must always then satisfy all of North Carolina’s

home school laws—including the maintenance of the state mandated home school records at the home school site.

Student enrollment part-time in either a local conventional school or college

For students who are at least age 16, enrollment in either a local conventional school or college is permissible.

For students who are of compulsory attendance age (at least age 7, but not yet age 16), it is permissible if the local conventional school (public or non-public) or college officials allow such part-time arrangements.

College level courses (not high school), however, may be taken part-time in any subject at local colleges (either community or four-year, degree-granting colleges/universities).

Each local education agency (LEA) may have different policies relating to the enrollment of homeschool students in one or more public school courses. Please inquire of the LEA about their policies on enrolling a home school student in one or more courses and how the student will be classified by the system (as either a visiting student or a public school student of the LEA).

Enrollment in N.C. Virtual Public High School

Enrollment in the N.C. Virtual Public Schools program is for North Carolina public school students. The authorizing legislation for the North Carolina Virtual Public School states: “NCVPS shall be available at no cost to all students in North Carolina who are enrolled in North Carolina’s public schools, Department of Defense schools, and schools operated by the Bureau of Indian Affairs.” Homeschoolers will be subjected to a course fee for each course that student is registered.

To review information related to requirements, costs, course offerings, and to register please visit the following website, <http://www.ncvps.org/home-private-schools/>.

Career and College Promise

The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, degree, or State or industry-recognized credential as well as provide entry-level jobs skills.

Career and College Promise offers North Carolina high school students a clear path to success in college and/or in a career. The program is tuition-free to all North Carolina students who meet the eligibility requirements. Through a partnership of the North Carolina Department of Public Instruction, the N.C. Community College System, the University of North Carolina System and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus tuition-free for them and their families.

The three pathways are:

1. **College Transfer Pathways (CTP)** require the completion of at least 30 semester hours of transfer courses, including English and mathematics, except for the Associate Degree Nursing (ADN) pathway.

2. Career and Technical Education Pathways (CTE):

- a. A Career and Technical Education Pathway (CTE) leads to a certificate or diploma aligned with a high school career cluster.
- b. A Workforce Continuing Education Pathway (WCE) leads to a State or industry recognized credential aligned with a high school career cluster.

3. **Cooperative Innovative High School Programs (CIHS)** are located on college campuses (unless a waiver was provided) and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Examples include Early and Middle College High Schools.

Eligibility Criteria

Student eligibility is determined based on the prospective student's grade level and requested pathway. Below are the College Transfer and Career and Technical Education pathway requirements. Eligibility requirements for Cooperative Innovative High School (CIHS) programs are established jointly by local boards of trustees in accordance with G.S. 115C-238.50 and 1D SBCCC 400.11.

College Transfer Pathways (CTP)

Be a high school Junior or Senior and:

1. Have an unweighted, cumulative GPA of 2.8 on high school courses, or
2. Demonstrate college readiness in English, reading and mathematics on an approved assessment

Be a high school Freshmen or Sophomore and:

1. Be identified as gifted by local LEA AIG plan in English/reading and math, and
2. Demonstrate college readiness in English, reading and mathematics on an approved assessment, and
3. Receive recommendation verifying the student has maturity to enroll from high school principal or equivalent administrator, and recommendation of AIG Coordinator, and
4. Receive approval of college president or the college's chief student development administrator or the college's chief academic officer, and
5. Receive written consent of the student's parent/guardian, and
6. Receive academic advising prior to enrollment in the program.

OR

1. Be identified as academically or intellectually gifted in English, reading and math on an aptitude and achievement test as evidenced by a score in the range between the 92nd percentile and the 99th percentile on an aptitude and an achievement test included in the Mental Measurements Yearbook published by the Buros Institute of Mental Measurements, and
2. Demonstrate college readiness in English, reading and mathematics on an approved assessment (See Attachment A for college readiness scores), and
3. Receive recommendation verifying the student has maturity to enroll from high school principal or equivalent administrator, and recommendation of AIG Coordinator, and
4. Receive approval of college president or the college's chief student development administrator or the college's chief academic officer, and
5. Receive written consent of the student's parent/guardian, and
6. Receive academic advising prior to enrollment in the program.

Career and Technical Education Pathways (CTE)

Be a high school Junior or Senior and:

1. Have an unweighted, cumulative GPA of 2.8 on high school courses, or
2. Demonstrate college readiness in English, reading and mathematics on an assessment or

3. Have the recommendation of the high school principal or his/her designee and his/her rationale for recommendation in place of GPA requirement (assessment scores should be considered) and have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator, and
4. If the pathway requires any course on the UGETC (Universal General Education Transfer Component) list, the same criteria for the transfer pathway will be required.
5. Recommendation will not be allowed for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s) included in the pathways.

Be a high school Freshman or Sophomore:

1. Have the recommendation of the high school principal or his/her designee (assessment scores should be considered), and have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator, and
2. Pass Math I with a grade of C or better, and
3. Score a 3, 4, or 5 on the End of Course assessment (EOC) for Math I, and
4. Score a 3, 4, or 5 on the 8th grade End of Grade ELA assessment, and
5. Enroll in Engineering, Industrial, Agriculture and Natural Resources, Transportation Systems, Construction and Business Technologies programs.

Freshmen and Sophomores may not enroll in any CTE pathways that contain UGETC (Universal General Education Transfer Component) courses.

OR

1. Have the recommendation of the high school principal or his/her designee (assessment scores should be considered), and recommendation of the college's Chief Academic Officer or Chief Student Development Administrator, and
2. Demonstrate college readiness in English, reading and mathematics on an approved assessment, and
3. Enroll in Industrial and Engineering Technologies, Agriculture and Natural Resources, Transportation Systems, Construction and Business Technologies programs.

Freshmen and Sophomores may not enroll in any CTE pathways that contain UGETC (Universal General Education Transfer Component) courses.

For more information on student eligibility and pathway options, contact your local community college or visit the North Carolina Community College System website found here:

<https://www.nccommunitycolleges.edu/academic-programs/career-college-promise>

Transcripts

State Board Code (1D SBCCC 400.11) requires the submission of a high school transcript verifying student eligibility and continued program eligibility for the Career and College Promise. Colleges may request a graduation plan verifying what high school courses remain to complete high school and the anticipated high school graduation date. High school transcripts must include the following:

- student grade level (9th, 10th, 11th and/or 12th grade), and
- high school courses completed and in progress, and
- unweighted, cumulative high school GPA

For more information on rules or other applicable program policies, please contact Aaron Mabe at the North Carolina Community College System Office: mabea@nccommunitycolleges.edu

Diplomas and Transcripts

The State of North Carolina does not issue a diploma or a transcript for home schooled students. The home school parent/guardian, who serves as the chief administrator of the home school designs, provides, and retains copies of each student's transcript. Each non-public school student receives all diplomas and transcripts from the chief administrator of the school in which the student is enrolled.

Whenever a former home school student is presented for enrollment at a conventional school (public or non-public) or college, that educational institution may request a student transcript/ record of grade levels successfully completed, subjects taught, semester grades, nationally standardized test scores while enrolled in the home school.

All such information is provided solely by the parent/guardian—not by state or local government officials. North Carolina law states that a home school is a non-public school. When a student successfully completes his/her non-public school's academic requirements for high school graduation, the non-public school (not a government agency) maintains academic records of the student's high school academic work and issues student transcripts and graduation verifications in future years as requested. DNPE does not provide student graduation verifications for non-public school graduates (whether from a private K–12 or a home school) nor does it maintain or keep student academic records or transcripts—only records concerning the legal existence of such schools.

For this reason, chief administrators of home schools, which have graduated high school students are strongly encouraged to *permanently* retain student transcripts reflecting all of the student's grade 9–12 academic work. A student may need a copy of his/her high school transcript many years after graduation—perhaps even after the home school administrator has deceased.

Suggested Transcript Information

- The home school name, address and telephone number
- Social Security number of student
- Titles of subjects completed by the student by school year (for each of those four years)
- The numerical (or letter) grade and unit credit earned for each subject
- Annual nationally standardized test scores
- The month and year of high school graduation
- Signature of the chief administrator and date of signature

Please note: If a transcript is used for identification purposes at the NC DMV, the transcript must have everything listed here for the transcript to be accepted for identification purposes.

If the student is academically gifted and has successfully mastered some traditional high school level courses prior to grade 9, those courses should be noted on the transcript including the grade the course(s) was completed.

Basic Subjects in Traditionally Public Elementary & Middle Schools

	Grades 1–6	Grades 7–8
Language Arts	Reading Handwriting English Grammar Spelling	English Grammar & Composition Spelling Literature
Math Science		Math
History	Gr. 4 – The U.S. & North Carolina Gr. 5 – Western Hemisphere Nations Gr. 6 – Eastern Hemisphere Nations	Social Studies Gr. 7– World Studies Gr. 8– American & North Carolina
Social Studies	Gr. 1 – Families Gr. 2 – Communities Gr. 3 – Early America	Science Gr. 7 – Life Gr. 8 – Earth-Space
Health, Safety & Physical Education		Health, Safety & Physical Education

Minimum Requirements for a NC Public School High School Diploma

CONTENT AREA	FUTURE-READY CORE - College Course of Study Requirements Students entering Grade 9 in 2020-2021	FUTURE-READY OCCUPATIONAL - Workforce Course of Study Requirements
English	4 Sequential Credits I, II, III, IV	4 Credits English I*, II*, III, IV
Mathematics	4 Credits 1. NC Math 1, 2, and 3 and a fourth mathematics course to be aligned with the student's post high school plans 2. In the rare instance a principal exempts a student from the Future-Ready Core mathematics sequence, except as limited by N.C.G.S. §115C-81(b), the student will be required to pass: NC Math 1 and Math 2 plus two additional courses identified on the NC DPI Math options chart.	3 Credits Introduction to Mathematics Math I Financial Management

CONTENT AREA	FUTURE-READY CORE - College Course of Study Requirements Students entering Grade 9 in 2020-2021	FUTURE-READY OCCUPATIONAL - Workforce Course of Study Requirements
Science	3 Credits A physical science course, Biology, Earth/Environmental Science	2 Credits Applied Science Biology*
Social Studies	4 Credits 1. Founding Principles of the United States of America and North Carolina: Civic Literacy 2. Economics and Personal Finance 3. American History 4. World History	2 Credits American History I American History II
World Languages	Not required for high school graduation. A two-credit minimum is required for admission to a university in the UNC system.	Not required
Health and Physical Education	1 Credit Health/Physical Education Students are required to successfully complete CPR instruction to meet Healthful Living Essential Standards as a requirement for high school graduation. Accommodations/alternative assessments for students identified by ADA or IDEA will be provided.	1 Credit Health/Physical Education
Electives or other requirements***	6 Credit Required 2 Elective Credits of any combination from either: <ul style="list-style-type: none"> • Career and Technical Education (CTE) • Arts Education • World Languages 4 Elective Credits Strongly Recommended (Four Course Concentration) from one of the following: <ul style="list-style-type: none"> • Career and Technical Education (CTE) • JROTC • Arts and Education (e.g. dance, music, theater arts, visual arts) • Any other subject area (e.g. social studies, science, mathematics, and English) 	6 Credit Occupational Preparation I, II, III, IV Elective Credits Additional Requirements: Completion of IEP Objectives Career Portfolio

CONTENT AREA	FUTURE-READY CORE - College Course of Study Requirements Students entering Grade 9 in 2020-2021	FUTURE-READY OCCUPATIONAL - Workforce Course of Study Requirements
Career/Technical		4 Credits Career/Technical electives
Total	22 Credits plus any local requirements	22 Credits plus any local requirements

***For more detailed information go to <https://www.dpi.nc.gov/districts-schools/high-school-graduation-requirements>**

****** These requirements are established by the North Carolina State Board of Education; local public school boards of education may require additional units for graduation.



Minimum Admissions Requirements at the 16 Institutions of the University of North Carolina

For the class of 2006 and beyond, the following courses are required for admission—in addition to an institution’s own specific requirements:

- In language, six course credits including: Four in English emphasizing grammar, composition and literature; plus, two units of a language other than English;
- In mathematics, four course credits including Algebra I, Algebra II, Geometry and one credit beyond Algebra II; or Algebra I, II and two units beyond Algebra II; or Integrated Mathematics I, II, III and one unit beyond Integrated Mathematics III;

(The fourth credit of math applies to effects applicants to all institutions except the North Carolina School of the Arts.) It is recommended that prospective students take a mathematics course credit in the 12th grade;

- In science, three course credits including:
 - o At least one credit in a life or biological science (for example—Biology);
 - o At least one credit in a physical science (for example —Physical Science, Chemistry or Physics);
 - o At least one laboratory course; and
- In social studies, two course credits including one credit in U.S. History; but, an applicant who does not have the credit in U.S. History may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

“Course credits” as defined in these requirements may include those high school level courses taken and passed by an applicant after graduating from high school, as well as those taken while enrolled as a high school student.

Driver’s Education and Driver Eligibility Certificates (DEC)

Driver Education Course

Driver Education is available **only** through two sources:

1. The local public high school that the student would be enrolled.
2. A local professional North Carolina Division of Motor Vehicles approved driver training program.

Each Local Education Agency has the discretion to charge a fee up to \$65 per student for Driver Education courses. Parents/guardians should contact the Local Education Agency to determine the cost that will be required for any Driver Education course.

If a non-public school student fails to pass the course, he/she must then either wait until at least age 18 to obtain a North Carolina drivers’ license; or, repeat the course at his/her own expense at a professional driver training school approved by the North Carolina Division of Motor Vehicles.

The official North Carolina Driver Education course completion certificate which is awarded to students under age 18 by the state-approved Driver Education course instructor has no expiration date. Successful completion of the official North Carolina Driver Education course is not required for age 18 and older adults in order to obtain a North Carolina drivers' license.

Parent (or other) taught Driver Education courses are **UNACCEPTABLE** toward obtaining a North Carolina drivers' permit/license.

Please note: Minors attending an out of state non-public or public school but who reside in North Carolina must attend one of the North Carolina Division of Motor Vehicles certified commercial driving schools throughout North Carolina which issues an official North Carolina Driver Education Certification of Completion.

Issuance of Driver Eligibility Certificate's (DEC) by Non-Public Schools

Before issuing a DEC, a conventional non-public school or a home school must already have on file with the North Carolina Division of Non-Public Education a currently valid Notice of Intent to Operate and must be in compliance with all the laws and regulations applicable to conventional non-public schools or home schools which enroll students subject to compulsory attendance laws.

The chief administrator of a non-public school which is in compliance with all laws and regulations applicable to that type of non-public school may then request DEC forms from the North Carolina Division of Non-Public Education—the exclusive supplier of DEC forms to all non-public schools. These DEC forms are then non-transferable between schools.

*Non-public schools may **NOT** request DEC forms from the North Carolina Division of Non-Public Education until after the school's currently valid Notice of Intent to Operate has been on file with the North Carolina Division of Non-Public Education for **four calendar months**, unless the student has moved to North Carolina within the last 30 days preceding the DEC form order date.*

Procedure for Requesting a DEC

Only the chief administrator of a North Carolina non-public school (home or conventional) can request a DEC. The school must have been registered with DNPE for at least the last four calendar months and meets all current North Carolina requirements for such a school. *If the home school has been "closed" due to an invalid address, the four-month waiting period will remain in effect— beginning with the legal re-activation date of the school as listed in the DNPE database—before a student driving eligibility certificates can be requested.*

Chief administrators can only request a DEC via the online portal. Each non-public school has access to their own unique account. Once inside of the school's account, the chief administrator can request the number of DEC's needed (private schools). Home schools can only request one DEC at a time. In order to receive a DEC, each must have student enrollment up-to-date and include enrollment for the appropriate age of students who qualify to take driver's education and/or receive a permit or driver's license. The portal can be accessed via the DNPE's website, www.ncdnpe.org.

Once the request has been received, the DEC(s) will be processed mailed via US mail within 72

hours.

****Parents of students enrolled in an online high school must contact the office at 984-236-0110 for instructions on how to request a DEC.***

Student Requirements for Obtaining a DEC

A non-public school student under age 18 currently and properly enrolled in that school and wishing to obtain a North Carolina driver's license or a learner's permit must first obtain a DEC issued from and signed by either the chief administrator (or his/her designee) of the conventional non-public school in which the student is enrolled, or from the chief administrator of the home school in which the student is enrolled. The student must obtain the signed DEC form no more than 30 days before the date the student applies for a North Carolina driver's license or learner's permit. See G.S. 20-11(n) and 115C-566.

In order for a non-public school student under age 18 to be eligible to receive a DEC, the following requirements must be met:

1. The student must be enrolled in a non-public school which is currently meeting all the requirements of Part 1, 2 or 3 of Article 39, Chapter 115C of the North Carolina General Statutes and must be making academic progress toward obtaining a high school diploma or its equivalent—unless, the student cannot make progress toward obtaining it. That academic progress shall be determined by the chief administrator (or his/her designee) of the non-public school in which the student is enrolled;
2. The student must have **not** been expelled, suspended for more than 10 days, or assigned to an alternative education setting for more than 10 days for committing one of the following offenses after the student's 14th birthday or during or after 8th grade:
 - a. Possession or sale of alcohol or a controlled substance on school property or at a school-sponsored or school-related activity;
 - b. Bringing, possession or use of a weapon or firearm on school property; or,
 - c. Assault on teacher or other school personnel on school property or at a school sponsored or school-related activity.

North Carolina learner's permit/driver's license revocation for these three conduct offenses are mandated for one year and, if the student committed and was disciplined for the offense while the student was age 17, the revocation period may extend past age 18.

A student who has committed one of these offenses may be eligible for a DEC only when the chief school administrator (or his/her designee) has determined that the student has exhausted all administrative appeals, is making academic progress toward high school graduation and meets one of the three following conditions:

- a. The conduct occurred before the student was age 15 and the student is now at least age 16;
- b. The conduct occurred after the student reached age 15 and it is at least one year after

the student has exhausted all administrative appeals; or,

- c. The student qualifies for at least a Level 2 North Carolina driver's license, needs the DEC in order to drive to and from school, a drug or alcohol treatment counseling program, or a mental health treatment program, and no other transportation is available. In the case of treatment program attendance, the revocation would be suspended only long enough for completion of the treatment program. Once the treatment program has been completed, the chief administrator of the non-public school must then revoke until the full year revocation period has been satisfied.
3. A student whose permit/license was revoked or denied due to committing one of these offenses may be eligible for a DEC only if, after 6 months from the date of ineligibility, the chief school administrator (or his/her designee) determines that the student is making academic progress toward high school graduation and that one of the following conditions has been met:
 - a. The student has returned to school or been placed in an alternative educational setting, and has displayed exemplary behavior, as defined only as when a student has no further offenses as listed earlier which would result in the earlier described types of school disciplinary action;
 - b. The disciplinary action was for the possession or sale of alcohol or a controlled substance and the student has successfully completed a drug or alcohol treatment counseling program as determined by the chief administrator (or his/her designee) of the school in which the student was enrolled at the time the offense occurred.

The chief administrator of the non-public school may grant a substantial hardship classification for the student and provide a DEC despite the student's lack of academic progress or a misconduct offense such as listed earlier. Some examples of a substantial hardship could include:

- a. If the parent/guardian is unable to drive due to illness or other impairment and the student is the only person of driving age in the household;
- b. If the student requires transportation to and from a job that is necessary to the welfare of the family and is unable by any other means to do so.

Notification to the North Carolina DMV for Revocation of Driving Privileges

Non-public schools shall send written notification to the North Carolina Division of Non-Public Education within five calendar days of when a student who is at least age 15 but not yet age 18:

1. After having been issued a DEC, is no longer making academic progress toward obtaining a high school diploma or its equivalent; and/or
2. Has dropped out of school and will NOT be enrolled in another school (public, conventional non-public, home school or community college).

The written notification shall include:

- The student's legal name (first, middle and last, as on birth certificate);
- The student's residence address (including street, city and zip code);

- The student's date of birth;
- The student's gender;
- The student's race;
- The student's North Carolina learner's permit/driver's license number;
- The name of the parent/guardian with whom the student is living;
- A statement giving the reason for the revocation;
- The date of the student's ineligibility or withdrawal from school;
- The type of non-public school: Conventional or home?
- The name of the non-public school;
- The county in which the non-public school is located; and
- The name of the chief administrator of the non-public school.

Within five calendar days of the North Carolina Division of Non-Public Education's receipt of this written notification from a non-public school, the Director of that office or his/her designee shall inform the North Carolina Division of Motor Vehicles of the notification.

DNPE Recommendations

- Conduct instruction each school year for at least 180 days.
- Maintain a current daily log, journal or lesson plan book throughout the entire school year.
- Keep school records longer than required by law.
- When selecting your school name, choose an academic name appropriate for inclusion on the student's future high school diploma which would be provided by your school. Keep in mind that DNPE will NOT be able to accommodate requests later for a change of school name in the division's files.
- In order to expedite the processing of Notices of Intent, please do not submit your Notice of Intent until you are certain that your home school will definitely begin within 5 days of the submission.
- Do not withdraw your child from his/her present school or begin your school until you have received written acknowledgment from DNPE that your completed Notice of Intent to Operate a School has been processed.

Frequently Asked Questions

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Home Schools

Opening, Closing & Reopening Home Schools

Any consequences for failing to register my home school?

Yes. If any of the children currently living with you are at least age 7 but not yet age 16, they must be enrolled in a legal North Carolina school (either a local public conventional non-public or a home school registered with DNPE).

Failure to register the home school with DNPE would constitute a parental violation of the State of North Carolina compulsory attendance law since the child(ren) would not be enrolled in a legal North Carolina school. Local public school systems are charged with the legal responsibility of compulsory attendance law enforcement. G.S. 115C- 379, 380 and 15A-1340.23 speak to the enforcement and penalty, if the parent/guardian is prosecuted by local officials and successfully convicted.

In addition, students under age 18 may not obtain/retain/re-acquire a valid North Carolina driver's permit/license if he/she is not enrolled in a legal North Carolina school.

Must I register a home school if my child is enrolled in a distance-learning program or virtual school?

Yes, if the distance-learning program or virtual school is based in another state.

If any of the children currently living with you are at least age 7 but not yet age 16, they must be enrolled in a legal North Carolina school (either a local public, conventional non-public or a home school registered with DNPE). For compulsory attendance purposes, the home school would then be the North Carolina school in which the child is enrolled, and the distance-learning program or virtual school would be considered the curriculum the parent is using to home school his/her child.

In completing the Notice of Intent to Operate a Home School form, the parent must give his/her own name as owner, chief administrator and provider of academic instruction as well as his/her US Postal Service and e-mail addresses and telephone number for the home school - not for the distance learning program. On the form, do not list any information about the distance learning program in which the student is also enrolled.

Is approval or acceptance of the Notice of Intent automatic?

There is no approval, disapproval, certification or licensing process involved.

You are notifying the State of North Carolina of your intent to establish a home school, not asking for state approval to do so. As long as all questions on the Notice of Intent form are answered and credible high school diploma evidence is submitted with it for all adults listed as Chief Administrator and Provider of Academic Instruction, acceptance of your completed Notice of Intent form is automatic.

Formal receipt acknowledgment of your Notice of Intent will be sent to you via email once DNPE officials process your Notice of Intent and diploma evidence.

Are there any guidelines for selecting a home school name?

When selecting your school name, choose an academic name appropriate for inclusion on the student's future high school diploma which would be provided by your school.

Keep in mind that DNPE will NOT be able to accommodate requests later for a change of school name in the division's files. School name length should not exceed 30 characters (including spaces and punctuation). To avoid duplication and confusion, do not use the following words in the name: "Charter, college, elementary, grade, grammar, high, incorporated (or Inc.), junior, kindergarten, lower, middle, primary, public, residence, schooling, secondary, seminary, senior, the, university, or upper."

Any school submitting its Notice of Intent without providing a school name will automatically be assigned a school name beginning with the last name of the chief administrator followed by the word "school."

Are there any options for non-diploma holding parents/guardians who wishes to home school their child?

For parents/guardians living in households where there are no resident adults who possess a high school diploma (or its equivalent), there are two options available to legally have their children (of compulsory attendance age) home educated.

First, the parent/guardian may contact the GED (General Equivalency Diploma) test coordinator at a local community college and make arrangements to acquire a GED (or to enroll in the Adult High School Diploma Program there). The GED usually costs less than \$10 but takes about 6 - 10 weeks to obtain.

Second, the parent/guardian might consider approaching the chief administrator of an existing legal home school and ask if he/she would consider enrolling the child in that home school to be taught weekdays on a regular basis by that parent in this already established home school.

Are school code numbers issued to home schools?

Yes, but only for the purposes of using DNPE's interactive online services. Otherwise, all filing and referencing of North Carolina home schools by the State of North Carolina is only by school name and county.

Is re-opening a home school required annually?

No. If you are continuing to operate a currently registered home school from year to year, do not send a Notice of Intent again -- even if you are adding another child.

In its files, DNPE automatically retains your school from year to year as a currently active one -- provided you have not terminated the school and you have notified the division immediately about any changes in the school's address.

Is home school registration required for 5- or 6-year-old children?

No. However, if you have registered your child in public school already and you wish to start home schooling, you must go by the child's current conventional school; complete/sign the necessary paperwork there to officially withdraw your

child; take him/her home; and, begin home schooling the child without dealing with this or any other government office for the remainder of this school year.

When is home school registration required?

You are required to register a home school when your child is age 7

Is home school registration required for 16- or 17-year-olds?

Only if the student wishes to obtain/retain his/her North Carolina driver's permit/license while under age 18. The student will then need to continue receiving academic instruction on a regular schedule and be required to take a nationally standardized achievement test each year until reaching age 18.

Is home school registration required for age 18 or older students?

No. North Carolina's home school laws are applicable only for schools enrolling students who have not yet reached their eighteenth birthday. Do not send a Notice of Intent if the only students involved are age 18 or older.

Is a notice of intent required for each student?

No. Do not send a separate notice of intent form for each student.

Your one Notice of Intent covers all children of compulsory attendance age who live with you. Only one Notice of Intent per household please.

Should I continue to send my child to school until the home school registration process has been completed?

Yes. Otherwise, the principal of the conventional school in which the child is currently enrolled (would be attending) may order prosecution for a compulsory attendance violation.

Consult that principal for the final answer to this question.

Why are you asking for my e-mail address?

State law does not require that you provide your e-mail address.

DNPE has transitioned to a process that allows for automation of many of its routine services. It will allow DNPE to use e-mails and secured interactive web pages to communicate with and provide services to home school chief administrators.

How do I withdraw my child from a year-round school?

During the months of May and June, if your child attends a year-round school and you now wish instead to establish a home school to educate that child during the upcoming July 1 through June 30 home school year, please submit your Notice of Intent form to DNPE in early July.

May I home school register for and operate only during the summer months?

No. The home school laws exist solely to provide another means for parents to satisfy the North Carolina compulsory attendance statutes. Compulsory attendance laws are applicable only during the traditional school year -- not during the summer months when most local conventional schools are out of session.

Consequently, a home school which would operate only during the summer months would not register with DNPE. Parents considering such a proposed summer instructional program must first consult with the conventional school which the student attended at the previous school year's conclusion

and *especially* with the one which the student will be attending at the opening of the next school term.

The school the student will be attending in the fall determines whether or not credit for such a summer program will be accepted. Usually, credit for a parent/guardian (or anyone else) teaching his/her children during the summer months only will not be recognized by local conventional schools.

Full year home schools registered with DNPE may, however, choose any nine months of the calendar year in which to operate.

For Parents and Students in existing Home Schools and Private Schools:

NCVPS (North Carolina Virtual Public Schools) has an enrollment process for parents and students in existing homeschools and private schools:

<https://ncvps.org/home-private-schools/>

How do I close my home school?

To close your home school, you may:

1. call the DNPE office at (984) 236-0110 and request your home school to be closed; or
2. log on to the Home School Updates and Changes form with your Home School ID, click on "Home School Closure Notification Form," and follow the steps listed to close your home school.

When a home school has no students enrolled, how long may its Notice of Intent remain legally active?

For no more than three consecutive calendar months.

The North Carolina General Statutes require that every home school operate on a regular schedule for at least nine calendar months each year. The home school can operate on a regular schedule only when there is at least one student enrolled.

For what reasons can a home school be tagged as inactive by DNPE?

- If any correspondence sent to a home school via the U.S. Postal Service is returned to DNPE as undeliverable or address not known;
- Home schools that have moved out-of-state;
- Home schools that do not administer a national standardized test annually;
- Home schools that report no student enrollment.

It is the responsibility of the chief administrator to provide accurate and up-to-date information for the home school. The homeschool chief administrator is the only one with the ability to close a homeschool.

How do I re-open my previously open home school?

Log into your account in the home school portal with your username and password. Then complete Notice of Intent to Re-Open a Home School Form.

If you have never logged into the home school portal, you will need to retrieve: 1) your username and 2) and password. Follow the instructions to retrieve both of those identifiers. The information will be sent to the email address that is on file. If the email address that is on file is no longer accessible, please contact the office at 984-236-0110 to update your email address to continue the process.

Testing Requirements and Criteria

Any exemptions to the testing requirement?

No. North Carolina's law addressing the annual nationally standardized testing of non-public school students (both home and conventional) makes no exemptions for any reason.

My student had learning differences; do I need to test?

Yes – All students enrolled must be tested. However, **the law does permit, for example, the administering of a 2nd grade level test to a 13-year-old who is functioning academically at the 2nd grade level.** Note that the science and social studies sections of the test are recommended but are not required by statute.

For students with significant academic delays, we recommend using a specialized test such as the Brigance or other achievement tests may be more suitable for these students. Several vendors provide these options. Click this link to review a list of most used testing in NC.

North Carolina home school law does not mandate that the student achieve a certain minimum score on the nationally standardized test in order for the parent/guardian to be legally permitted to continue to home school that student during the following (or any future) school year.

Non-reader test editions are permitted and are available.

What testing accommodations can be made for my student with learning differences?

Accommodations are alterations in the way tasks are presented and responses are given which allow students with disabilities to complete the same test as regular students. Accommodations are NOT alterations in the material or information and they should not provide an unfair advantage. The individual test publishers and vendors generally can provide information on what type of accommodations are acceptable. Any accommodations should be noted on the test record.

Are students test score records shared with DNPE considered public records under North Carolina law?

No. Click on G.S. [115C-174.13](#), [564](#), [549](#) and [557](#) to read more.

How do I know a test meets North Carolina legal criteria?

The North Carolina home school testing law requires that the test satisfy these three criteria:

- nationally standardized (reports scores as *national* percentiles, stanines and/or grade equivalents and compares student test results to a national norm)
- an *achievement* test (one measuring subject knowledge)
- covers at least the subject areas of English grammar, reading, spelling and mathematics

Are older normed nationally standardized achievement tests acceptable?

Yes, provided scoring is still available for them.

Is standardized testing required for 5- or 6-year-olds?

All students enrolled in an open home school listed with DNPE must be tested annually. If the chief administrator has enrolled the student into the home school, the student must be tested.

Is standardized testing required for 16- or 17-year-olds?

Yes, as long as the student is currently enrolled in the home school (does not yet possess a high school diploma) or if the student wishes to obtain/retain his/her North Carolina driver's permit/license while under age 18.

My student is older than 16, do I need to administer an achievement test?

Yes, every enrolled home school student should be tested each school year regardless of age.

How does one obtain a school code number for students registering for a college entrance/placement test?

They must be obtained directly from the test publisher. Contact either the [ACT](#) or the [College Board](#) organization to obtain them, depending on which test is chosen.

Usually, they assign a specific code number just for home schooled students. It is normally given within their test registration instructions.

How soon must 7-year-olds be tested after enrolling in a home school?

Within one calendar year from the date that the student enrolled in the home school, and then again once within each 12-month period thereafter. The testing requirement is based on the calendar year, not the student's age or grade level.

Is testing required again if done earlier this year in a conventional school?

Yes. The legal requirement for your home school is that its students be tested annually **while enrolled in your home school.**

In this case, the prior testing was done before the student was enrolled in your home school.

I started home school in January, do I need to test before the end of the school year?

There are two laws which reference achievement testing:

§ 115C-549. Standardized testing requirements.

(which pertains to private schools part 1 and 2)

"Each private church school or school of religious charter shall administer, at least once in each school year, a nationally standardized test or other nationally standardized equivalent measurement selected by the chief administrative officer of such school, to all students enrolled or regularly attending grades three, six and nine (the grades of testing are limited to grades 3, 6 and 9 in private schools)"

§ 115C-564. Qualifications and requirements. (home schools and private schools are part 3 of Article 39 of G.S. 115C)

"A home school shall make the election to operate under the qualifications of either Part 1 or Part 2 of this Article and shall meet the requirements of the Part elected, ...except that testing requirements in G.S. 115C-549 and G.S. 115C-557 shall be on an annual basis."

Taken together, these two statutes indicate that home school students should be tested each school year, meaning annually rather than only in certain grades. It does NOT matter what month of the school year the test is administered.

I've added a child to my home school, when do I test them?

That new child must be tested **before one year** from the date he/she first officially enrolled in your home school. That new child would then need to be re-tested annually each year thereafter.

What is meant by "basic battery," "complete battery" and "survey?"

These are terms you will encounter when ordering your annual nationally standardized achievement tests. North Carolina home school statutes require that each student be tested annually in at least the subjects of English grammar, reading, spelling and mathematics.

The "**basic battery**" tests only the basic subjects of language arts (which usually includes English grammar, reading, spelling) and math.

The "**complete battery**" includes all the "basic battery" named subjects plus science and social studies.

The "**survey**" is simply a shorter version of the "complete battery." The "survey" was developed in recent years primarily to test students with short attention spans or learning disabilities.

North Carolina home school statutes require that each student be tested annually in at least the subjects of English grammar, reading, spelling and mathematics.

For a typical grade 4-12 student, **DNPE recommends the "complete battery"** for a more comprehensive assessment of the student's subject knowledge, rather than the "survey." However, both are legally acceptable.

What are “grade equivalent scores,” “percentiles” and “stanines?”

These three terms are used in reporting and analyzing results from nationally standardized achievement tests taken by students. These tests compare students with their national age peers.

A student does not "pass" or "fail" them. The **grade equivalent score** indicates a student's performance relative to the average performance of students at a given grade level.

For example, a student who obtains a grade equivalent score (GE) of 7.3 indicates that he/she has achieved at third month of seventh grade-level in that subject.

Percentiles (not percentages) are used to compare the student with his/her age/grade level peers on a scale of 0 to 100. For most students, percentiles usually range from 40-60 (the average range).

The **stanine** is a normalized standard score scale consisting of nine units with a mean of five and a standard deviation of two. Nine is very high, five is average and one is very low.

When to have them administered and ordered?

State law requires that they be administered annually. No exemptions are allowed for any reason.

Once the home school has filed its Notice of Intent with DNPE, the student(s) must be administered the test within the first 12 months of DNPE's initial acknowledgment of your Notice of Intent (date shown on your email as the date school was opened) and then once during each of the following consecutive 12-month periods.

For more valid comparison purposes, it is recommended that the student(s) be tested each successive year during that same month.

Who pays the financial cost for the annual testing of my child?

The parent/guardian who serves as the chief administrator of the home school pays for it. There are no government (state or federal) or private funding sources available to pay any part of its cost.

Does the SAT/ACT/PreSAT meet the testing requirements?

The developers of the SAT have eliminated the essay (writing) component of the exam. As a result, the SAT does not meet the requirements according to NC statutes for non-public schools that require national standardized tests to assess spelling. The ACT meets the testing requirements only if the writing portion is administered. The PreSAT does not meet the testing requirements.

Do I mail my test scores to DNPE each year?

No, you only need to mail test scores if you are requested to do so. Otherwise we advise you keep ALL test scores in your home school files forever. These scores indicate to outside agencies that you were complying with the home school law and mark student progress.

What is the purpose of that part of the home school record that asks me to list the test we gave?

This is optional and there is no penalty for not entering tests administered. To help home school parents, a field is provided in the record to record the test given and the month and year administered. This creates a log in the home school record signifying the Chief Administrator is complying with legal requirements and creates a record of compliance. Test scores are NEVER recorded into the school record.

Which tests are recommended for home schools?

There is no particular test required. A list of commonly used test can be found here: <https://ncadmin.nc.gov/divisions/non-public-education/home-schools/stan...>

This may not be an exhaustive list. Chief Administrators are responsible for ensuring that the test meets the requirements: nationally normed and standardized in administration, includes subtests in reading, grammar, spelling and mathematics.

Is machine scoring required?

Tests do not need to be machine scored.

Can parents administer the achievement test to their own children?

North Carolina does not prevent parents from administering tests to their own students so long as the test publisher allows this practice. Some tests must be given by administrators with specific credentials.

What is the purpose of giving an achievement test each year?

Annual testing allows parents to track their student's progress and to identify areas of strength and weakness. Students do not pass from one grade to another based on achievement test scores.

here are many factors which can be used to determine if a student should move on to a higher grade-level work. Achievement test scores may be used for grade placement if parents seek to enroll their students into a conventional private or public school. Principals generally require recent achievement tests for students returning to traditional school from home school.

The DNPE does not evaluate student progress through test scores and there is no minimal score which must be attained.

Transitioning to/from Public School

What is the process for enrolling a home-schooled student back in public school?

Home school laws do not address this subject. Thus, North Carolina public school laws apply.

Those laws give each local public school principal wide latitude in deciding what he/she will (or will not) accept as transfer credit into the local public school and what will be needed to enroll the student there.

Call the principal of the school into which the student will be transferring to learn what documents and information will be needed to enroll there and what credits will be transferable into that school. In most cases, test scores from the previous school year are utilized in assigning the student's grade level in the school.

Conventional school authorities are usually reluctant to advance a student:

- More than one grade level above his/her age peers; or,
- To the next grade level if the student was removed during the latter part of the previous school year with failing grades in one or more subjects and then presented for re-enrollment at the beginning of the next school term. A North Carolina conventional school (public or non-public) principal has no legal obligation to accept home school credit for students presented for enrollment in his/her school -- especially when the student is entering grades 10-12.

Who determines grade placement for home schooled 5- & 6-year-old students?

[G.S. 115C-288\(a\)](#) empowers public school principals to grade and classify pupils in their respective schools. [G.S. 115C-364\(c\)](#) states that the official student entry point into North Carolina's public schools shall be at the kindergarten level.

The law, however, does not mandate how long the student must remain in that kindergarten class. The principal may determine through assessment (or upon recommendation of the public school classroom teacher after the first several days/weeks of school) that the child would be better served and challenged in a first or second grade classroom instead of a kindergarten class.

How do public schools determine unit credits and end-of-year subject grades for home-schooled students seeking enrollment in public school grades 10-12?

There are no state laws addressing this specific question. Each conventional school principal has the final authority concerning grade placement and unit credit acceptance for students transferring into his/her school.

In situations of this nature and as a general "rule of thumb," the principal will often review the nationally standardized test results from the most recently concluded school year.

Provided the nationally standardized test was not administered or scored by the parent/guardian/household occupant or a relative; and provided also the student scored at or above the national norms on the language arts, math, science and social studies sections of the test, the principal will frequently accept one unit credit for each of those four subject areas and then assign a year-end grade of "P" (indicating passed) for each of those subjects.

Acceptance of unit credit for additional subject areas are sometimes negotiable only if the parent/guardian provides ample documentation detailing what, when and how the student was taught in those subject areas -- including textbook listings, detailed lesson plans, originals of student work, tests/quizzes administered, etc.

What are the legal roles of the local public school system and local social workers in inspecting home school records, curriculum, textbooks, etc.?

The method of enforcement of the North Carolina compulsory attendance law is described in . The penalty for conviction of a compulsory attendance law violation is given in [G.S. 115C-380](#).

The role of local social workers in enforcing compulsory attendance is defined in [G.S. 115C-381](#). All compulsory attendance enforcement authority is vested in local authorities.

The role of local compulsory attendance enforcement authorities is to investigate student absences from the local public schools and reports of children of compulsory attendance age not being enrolled in a legally valid North Carolina school.

If the investigation finds that the student is now properly enrolled in and regularly attending a legally valid non-public (either a home or a conventional) school, the role of local compulsory attendance enforcement authorities usually ends at that point, unless there are other non-home school related issues also involved.

Please note, however, that these local authorities may still prosecute for compulsory attendance violations prior to the date of the student's official withdrawal from the local public school and official placement date in to a legally valid non-public (either a home or conventional) school setting.

The duly authorized representative of the State of North Carolina who may inspect certain non-public (both home and conventional) school records (See [G.S. 115C-563\(b\)](#), [553](#), & [561](#)) is the North Carolina Division of Non-Public Education.

Determinations as to whether the non-public (home or conventional) school is meeting the state requirements for the operation of such schools are, therefore, made by the North Carolina Division of Non-Public Education (DNPE).

However, be aware: That social workers also possess the legal authority to investigate cases of suspected [child abuse and neglect](#); that all citizens are [required to report](#) suspected child abuse and neglect situations to their local social service office; and, that the North Carolina General Statutes forbid anyone from [interfering](#) with a child abuse or neglect [investigation](#).

Are public schools required to provide services to home schooled special needs children?

Not by North Carolina law. However, as a recipient of federal funding, public schools are required by federal law to provide them in certain (but not all) cases.

Contact your local public school board of education to see what federally funded "special needs" services are being made available locally to non-public school students. Refer to the U.S. Department of Education for more details on these requirements.

Must public schools require non-public school transfer students to take the public school End of Grade or End of Course tests for grade placement?

No. Several years ago (in response to non-public school concerns), the North Carolina General Assembly addressed the issue of double testing of students transferring from non-public schools (including home schools) into public schools by adding the second paragraph to G.S. 115C-288(a).

If the test was administered near the end of the most recently completed school year in a legal non-public school; if the parent/guardian or a relative did not administer or score the nationally standardized achievement test; and, if there are no other credibility factors involved, the public school principal will usually accept these non-public school test results without requiring additional testing of the student.

When enrolling my home-schooled student in a conventional high school, will he/she be eligible for valedictorian/salutatorian qualification consideration?

Each school (public and non-public) establishes its own policies about this matter. Most schools require that the student be enrolled in that conventional school continuously for at least the last three or more consecutive semesters prior to high school graduation.

How do I withdraw a student from public school?

Upon receiving from DNPE a Notice of Intent to Operate a Home School acknowledgment, show it to the appropriate official in the local school in which the student is currently enrolled.

How do I withdraw a student under age 7 from public school?

Per the second sentence within the first paragraph of [G.S. 115C-378](#), "... unless the child has withdrawn from school." In North Carolina, a student is not required to attend school until he/she has turned age seven.

If your child will not turn age seven during the current school year (which runs from July 1 through the following June 30), **you will not file a Notice of Intent with DNPE for this school term.**

At any time, you may simply go by the child's current conventional school; complete/sign the necessary paperwork there to withdraw your child; take him/her home; and begin home schooling the child without dealing with this or any other government office for the remainder of this school year.

However, please note that you must officially withdraw the child from the school in which the child is currently enrolled.

Don't simply stop sending the child to school. Otherwise, the parent/guardian risks possible prosecution for a compulsory attendance violation.

Within 30 days preceding the child's seventh birthday, the home school will need to be registered with DNPE -- by no later than the child's seventh birthday.

Records Retention & Diplomas

Must student academic and attendance records be obtained from the previously attended school?

Student records are not needed from the conventional school which the student previously attended. The only student record needed to begin the new home school is the student's immunization record.

Please note: If the student completes courses at a high school and/or community college, the chief administrator should request a transcript to merge the data with the home school transcript for graduation credit/course requirements.

Who designs, provides & retains the student transcript for home schooled students?

The chief administrator of the home school must design and maintain all transcripts for all students in the home school, specifically those who graduate from the home school.

Whenever a former home-schooled student is presented for enrollment at a conventional school (public or non-public) or college, that educational institution will probably request a student transcript/record of grade levels successfully completed, subjects taught, semester grades, nationally standardized test scores, etc., while enrolled in the home school.

All such information is provided solely by the chief administrator of the home school - not by state or local government officials. North Carolina law states that a home school is a non-public school.

When a student successfully completes his/her non-public school's academic requirements for high school graduation, the non-public school itself (not a government agency) maintains academic records of the student's high school academic work and issues student transcripts and graduation verifications in future years as requested.

State government provides no student graduation verifications for non-public school graduates (whether from a private K-12 or a home school) nor does it maintain or keep student academic records or transcripts - only records concerning the legal existence of such schools.

For this reason, chief administrators of home schools, which have graduated high school seniors, are strongly encouraged to permanently retain student transcripts reflecting all the student's grade 9-12 academic work. The transcript must include:

- The home school name, address and telephone number
- Social Security number of student
- Titles of subjects completed by the student by school year (for each of those four years)
- The numerical (or letter) grade and unit credit earned for each subject
- Annual nationally standardized test scores
- The month and year of high school graduation
- Signature of the chief administrator and date of signature

Please note: If a transcript is used for identification purposes at the NC DMV, the transcript must have everything listed here for the transcript to be accepted for identification purposes.

If the student is academically gifted and has successfully mastered some traditional high school level courses prior to grade 9, those courses should be so noted on the transcript as having been taken in grade 8, 7, etc.

Remember that the student may need a copy of his/her high school transcript many years after graduation - perhaps even after the home school administrator has deceased. **Copies of transcripts should be maintained indefinitely.**

How can a sample attendance recordkeeping form be acquired?

The [form is available for downloading](#).

Does the North Carolina General Statutes require that non-public school student attendance records be made available for inspection by DNPE?

Yes. [G.S. 115C-564](#) requires home schools to elect to operate under either Part 1 or Part 2 of Article 39 and then to meet the requirements of that elected Part (with a few stated exceptions).

Both [G.S. 115C-548](#) and [G.S. 115C-556](#) require that each non-public school ". . . shall make and maintain annual attendance and disease immunization records for each pupil enrolled."

In addition, [G.S. 115C-549](#) and [G.S. 115C-557](#) both require the making and maintaining of nationally standardized test result records for each enrolled student. [G.S. 115C-553](#), [G.S. 115C-561](#) and [G.S. 115C-563\(b\)](#) empowers DNPE to ". . . inspect certain records under this Part . . ." (implying more than one, but not all three types).

[G.S. 130A-155\(b\)](#) empowers state and local health inspectors to review the student immunization records.

The inspection of home school student attendance records is vital in determining if the home school is "operating on a regular schedule . . . during at least nine calendar months" as required by [G.S. 115C-548](#) and [G.S. 115C-556](#).

Must home schools use the student attendance recordkeeping form by provided by DNPE?

No. The law does not mandate that a particular form be used for student attendance recordkeeping.

Who provides verification of student enrollment, attendance and graduation from a home school?

The chief administrator of the home school. No state or local government agency maintains or provides such information.

If the home school administrator is no longer able to provide this verification, the home school graduate should consider either obtaining a GED or enrolling in the North Carolina Adult High School Diploma Program administered through a local NC Community College.

Are home schools empowered by state law to issue diplomas to post high school age students?

The North Carolina home school laws apply only to schools enrolling students of compulsory attendance age. Post high school age persons (anyone 18 and over) may, however, obtain their high school diplomas either through the North Carolina Community College adult high school diploma program or through its GED program.

Does the State of North Carolina emboss its official state seal on home school diplomas?

No. The state seal is used only by government agencies of the State of North Carolina.

Public schools and state government agencies are funded by the State of North Carolina. Private K-12 schools and home schools are not. Private sector schools (both conventional and home) design and use their own school seals on official school transcripts and high school diplomas.

Who provides diplomas for home schooled students?

The State of North Carolina does not issue a diploma for home schooled students. Each non-public school student receives his/hers from the chief administrator of the school in which the student is enrolled which, in a home school setting, would be from the parent/guardian.

Individual colleges, the various branches of the United States military and the business community each determine for themselves to what extent a home school diploma will be officially recognized by these entities.

How long should the chief administrator maintain the student(s) records after graduation?

The records should be kept for a lifetime.

Who should have a copy of the student(s) records?

The Chief Administrator and the student(s) should keep a copy of their records.

What records do I need to keep for each student upon graduation?

1. A copy of your home school registration/verification record.
2. A copy of the diploma.
3. A copy of the transcripts (for transcript details - review the home school guidebook, page 17).
4. A copy of the nationally standardized test scores.

Grade Levels and Graduation

How does student grade level assignment work?

While a child is enrolled in your home school, you may place the student on any grade level you desire and promote him/her as you wish at any time of the school year.

However, if at some point in the future the student enrolls in a conventional school, the principal of that school will then determine what grade level the student will be assigned in that school and whether the student's home school transfer credits will be accepted.

Conventional school authorities are usually reluctant to advance a student:

- More than one grade level above his/her age peers; or,
- To the next grade level if the student was removed during the latter part of the previous school year with failing grades in one or more subjects and then presented for re-enrollment at the beginning of the next school term. A North Carolina conventional school (public or non-public) principal has no legal obligation to accept home school credit for students presented for

enrollment in his/her school -- especially when the student is entering grades 10-12.

What happens if a gifted student successfully completes some or all high school level courses before reaching the age of a typical 9th grade student?

If the student will receive his/her high school diploma from the home school in which he/she is enrolled, the home school administrator may issue a high school diploma any time after the student turns age 16 (when North Carolina's compulsory attendance age ends) and has met the home school's graduation requirements

However, if the student will later transfer in to a conventional public or non-public high school to earn a diploma there, the parent should especially require additional courses which would be transferable to that conventional public or non-public high school.

Are there any high school graduation ceremonies or other related events conducted honoring home school seniors?

Not by the State of North Carolina; however, privately sponsored events are held. North Carolinians for Home Education maintains information about such events. [North Carolinians for Home Education](#) can be reached at (919) 790-1100.

Will a home school diploma be recognized by colleges, the military and the business community?

There are no state or federal laws requiring them to recognize any type of diploma from public schools, private schools or home schools. Each college, each branch of the military and each business follows its own policies on this issue.

However, if the home school is meeting all state requirements for its operation they are usually recognized.

Miscellaneous Questions

What is the best way to contact the NC Department of Administration's Division of Non-Public Education?

As a precautionary measure in response to COVID-19, the Division of Non-Public Education (DNPE) staff will only be available via phone and email during this time. To contact our office, please call 984-236-0110. Please leave a message and your call will be returned within 24-hours. You may also send an email to DNPE.General.Inquiries@doa.nc.gov, and someone will respond within 24-hours.

When can I file a Notice of Intent or send a request to re-open my home school?

New notice of intents (NOIs) to operate a home school or requests to re-open a home school are accepted July 1 - April 30 annually.

Will record review meetings be conducted during the 2021-22 school term?

In-person record review meetings will be suspended during the pandemic. DNPE will notify home schools via email requesting the option to conduct a virtual record review meeting or to submit records via email or mail.

I'm moving into North Carolina; must I register my school if moving while the school year is still in progress?

Yes, if there is at least one student involved who is at least age 7 but not yet age 16 (not yet age 18 if the student wishes to obtain/retain a North Carolina driver's permit/license). No, if the only students enrolled are currently younger than age 7 (and will not turn age 7 during the current school year) or already age 18 or older.

I'm moving my child out of North Carolina; what do I need to do for DNPE?

You will need to close your home school just before leaving the state.

[Log into your homeschool account](#). Select "Close Your Home School" and choose one of the options to get started closing your home school online. You may also close your home school by calling DNPE at 984-236-0110 and informing a representative to close the home school.

A reminder that conventional (public/non-public) schools in other states may not recognize home school credit.

I'm moving within North Carolina; must I register my school again with DNPE?

Not if your school is already registered with DNPE.

Instead, simply inform DNPE (by telephone, US mail, or by [logging into your homeschool account](#)) of the change of county, mailing address, and telephone number.

Must I register my home school in North Carolina even though my primary residency is in another state?

Yes, if:

- the student is of North Carolina compulsory attendance age (at least age 7 but not yet age 16) and
- the student will be staying within the State of North Carolina's geographical borders for more than 30 consecutive days during the traditional nine-month school year.

Claiming a primary residency out-of-state does not exempt the parent of such a student from North Carolina's compulsory attendance law.

How can I reach a contact person for a support group near me?

DNPE does not gather or provide that information. Such information can be acquired by contacting [North Carolinians for Home Education \(NCHE\)](#), [Doreen Browning Consulting](#) and [M&M Educational Group, LLC](#).

Are there any statewide/regional conferences, conventions, book fairs, workshops, meetings, etc. conducted exclusively for home school parents?

Yes, there is a statewide home school convention complete with numerous workshops and a large book fair sponsored each spring by North Carolinians for Home Education.

NCHE also conducts regional workshops each fall for home school support group leaders and disseminates information about various county or area-wide home school book fairs, etc. held throughout North Carolina. Contact [NCHE](#) at (919) 790-1100 for details about these types of activities.

[Homeschool Alliance of North Carolina](#) sponsors a Love to Learn Conference which is open to all homeschoolers and provides a variety of speakers and sessions on a wide array of homeschooling topics. Speakers volunteer their expertise and conduct their sessions in an inviting environment for the sharing of home school information.

This organization also offers an on-line forum to facilitate networking and the sharing of information among North Carolina home schoolers; and organizes gatherings for the whole family at various places around North Carolina.

What building regulations govern where certain age or grade school children are housed in school buildings?

Contact your local government building inspector's office for complete details -- either city or county, depending on the local governmental jurisdiction in which the building is located.

Also, click on "[Daycare through Grade 2 Students in Existing Buildings](#)" for additional information.

Are there any North Carolina non-public school laws addressing the administering of medications to North Carolina non-public school students?

No, North Carolina non-public school laws do not address it and North Carolina non-public schools are exempt from the North Carolina public school laws and policies relating to it.

The Public Schools of North Carolina policy, however, is found in [G.S. 115C-375.1](#).

This topic is also addressed in the childcare statutes in [G.S. 110-102.1A](#).

Do public school laws and policies regarding special needs children apply to non-public schools enrolling such students?

No, [G.S. 115C-554](#) and [562](#) exempt North Carolina non-public schools from all public school laws and policies regarding this issue, since non-public schools unlike all public schools are not financed by federal or state government dollars. (The non-public education statutes are found in [G.S. 115C-547-562](#)).

However, be aware that when a former non-public school special needs student transfers to a public school, all public school laws and policies then apply.

The [Exceptional Children Division](#) within the North Carolina Department of Public Instruction administers public school requirements and policies relating to its special needs enrollees.

How do North Carolina non-public schools deal with excessive student absence and tardiness issues?

[G.S. 115C-554](#) and [562](#) exempt North Carolina non-public schools from the student attendance and tardiness requirements of North Carolina's public schools.

However, every North Carolina non-public school must operate on a regular schedule for at least nine calendar months each year and require its students to regularly attend classes. See [G.S. 115C- 548](#) and [556](#).

Each North Carolina non-public school establishes its own policies and procedures for handling excessive student absence and tardiness situations and usually distributes a published copy of them annually to each school family.

The document specifies the maximum number of days (or times) a student may be absent (or tardy) during any given school year. The publication should also state what will happen to the student should he/she exceed the maximum number of absences or tardies allowed by the school.

It would usually state that the student may be permanently expelled from the school once the maximum permissible number of days or tardies have been reached.

Once the student has been expelled, the North Carolina non-public school then reports the student expulsion directly to local public school compulsory attendance enforcement officials for their immediate follow-up.

Please note that local compulsory attendance authorities will normally not handle excessive student absence or tardy situations until after the student is no longer enrolled in the North Carolina non-public school.

Pertinent North Carolina public school student compulsory attendance statutes include: [G.S. 115C- 378](#), [379](#) and [380](#).

The specific penalty limits for the various classes of misdemeanors are found in [G.S. 15A- 1340.23](#).

Is corporal punishment of student permitted on North Carolina non-public schools?

Yes. North Carolina non-public schools are exempt from all North Carolina public school laws except for those relating to building inspections and student immunizations. North Carolina's non-public school laws do not address the issue of corporal punishment.

State law allows all local North Carolina public school systems to use corporal punishment if they wish to do so; however, most of them do not exercise it.

DNPE suggests that schools utilizing it follow the public school general guidelines for its use.

You may access them by clicking on [G.S. 115C-391](#).

Is there anything school administrators should know about the use of student social security numbers?

Yes. See the [US Congress Privacy Act of 1974](#). The North Carolina General Statutes address the use of social security numbers in [G.S. 132-1.10](#).

Must non-public schools require students to be on campus for a specific time period?

No.

What must I know about enrolling foreign students in a North Carolina non-public school?

There are US immigration laws which all North Carolina non-public schools must follow. These laws have changed dramatically since the PATRIOT Act was enacted by the US Congress as a result of 9/11.

All schools must now be approved by the Federal government (Immigration & Customs Enforcement, Department of Homeland Security) to accept international (foreign) students.

If the Federal government (US Immigration & Naturalization Service) has certified your school previously to accept international students, that certification is no longer valid, as of Aug. 1, 2003.

Any previously issued Forms I-20 are no longer valid. Submission of I-17 forms are now required of each school.

To apply for certification or renew a previous certification, please click on [US Immigration & Customs Enforcement](#).

You may also telephone that Federal government agency in Washington, DC for information and assistance at (202) 305-2346.

What are the requirements and procedures for obtaining a student driving eligibility certificate?

The [Student Driving Info](#) page contains information on the requirements and procedures for obtaining a student driving eligibility certificate.

What are the procedures for revoking a student's driving eligibility certificate?

The [Student Driving Info](#) page contains procedures for revoking a student's driving eligibility certificate.

Where can I find additional information?

Additional questions and answers relating to student driving and Driving Eligibility Certificates can be found by visiting [Frequently Asked Questions on Driving Eligibility Certificates](#).

Are State of North Carolina funded programs or services available to North Carolina non-public schools or their students?

The only such programs/services currently available to North Carolina non-public schools or their students are:

The student Driver Education course (available free of charge only through the local public school system); and, participation in the annual [Governor's School](#) and [teacher licensure](#) programs.

Voluntary participation in the Public Schools of North Carolina annual [testing program](#) is also permitted.

However, please note that these tests are only state standardized tests.

Are there any US government funded programs available to North Carolina non-public schools or their students?

There are some federally funded services available to qualifying North Carolina non-public school students -- not to schools; however, these programs are administered solely through the local North Carolina public school system.

Before contacting the federal programs administrator within the central offices of your local North Carolina public school system, visit the [US Department of Education's Office of Non-Public Education web site](#). It provides some very helpful information concerning which programs/services are available.

Do local North Carolina public school systems allow local North Carolina non-public schools or their students to participate in any locally funded programs?

In the State of North Carolina, the General Assembly and the State Board of Education make certain policies and minimal requirements for all public schools throughout the state.

Each local North Carolina public school system then follows these policies and requirements; however, each system is an independent local unit governed by additional policies and requirements made by the local board of education.

There is no statewide requirement for local public schools to provide any type of assistance or services to North Carolina non-public schools or to students in such schools (except for those cited above in the first question). The ultimate answer to this question would come from the local board of education.

Does the State of North Carolina provide any funding to North Carolina childcares or pre-kindergartens?

Under present North Carolina law, there are no state funds available to non-public elementary and/or high schools. What distinguishes North Carolina non-public elementary/high schools from their North Carolina public school counterparts is simply that they receive no state funding for their elementary or high school programs.

For that reason, the laws governing North Carolina non-public schools provide greater "legal latitude" in the operation of them.

However, the State of North Carolina does provide certain types of state funding for qualifying students enrolled in pre-kindergarten as well as before and after-school, childcare programs which operate under the legal jurisdiction of the [North Carolina Division of Child Development](#).

May North Carolina public school systems elect to contract with private providers for certain services?

Yes, but only for students with disabilities. See [G.S. 115C-111.2](#) and also [G.S. 115C-250\(a\)](#).

What about vouchers for North Carolina non-public school attendance?

The state offers Opportunity Scholarship grants to certain eligible students to pay towards tuition at participating nonpublic school. Please contact the [North Carolina State Education Assistance Authority](#) for information relating to these Opportunity Scholarships

How many North Carolina conventional non-public schools legally serve North Carolina home school families?

Under North Carolina law, home schools enrolling students of compulsory attendance age must be registered with this office. The parents/legal guardians of the students enrolled in the home school then "determine the scope and sequence of academic instruction, provide academic instruction, and determine additional sources of academic instruction."

As long as the parent or legal guardian is determining the scope and sequence of the academic instruction and providing for that academic instruction, the home school may enlist the assistance of conventional non-public schools in whatever arrangement both school administrators agree to.

May a NC conventional non-public school enroll a student but release them for a portion of each school day, for the parent to teach certain subjects?

Yes. However, the North Carolina conventional non-public school will then assume the full legal responsibility for the complete oversight of the student's education.

Local compulsory attendance enforcement officials will then regard the student as being enrolled in and regularly attending the conventional non-public school.

Should the parent be approached by local compulsory attendance enforcement officials, the parent would explain that the student is not enrolled in a home school but rather in a local conventional non-public school's "teaching-at-home program" (or some similarly named program) for a portion of each academic day.

May home schooled students participate in conventional non-public school inter-school competition such as sports teams or fine arts contests?

Non-public school laws do not address this question.

This decision would be made by the conventional non-public school or by the athletic or fine arts organization of which the conventional non-public school is a member.

Is there a birthday cutoff date for students to be admitted into a non-public school kindergarten program?

No. Non-public school laws give such schools the freedom to establish their own policies regarding the age cutoff for admission. See [G.S. 115C-554](#) & [G.S. 115C-562](#)

For example, a non-public school may require that the child turn age 5 by November 1 of the school year during which the child seeks admission to its kindergarten program.

Must non-public school kindergarten programs operate on full day schedules?

No. Non-public school kindergartens may utilize a half-day schedule all year long, if the school so desires.

What is the Public Schools of North Carolina birthday cutoff date for children to be eligible for kindergarten enrollment?

The child must have reached his/her 5th birthday on or before August 31 of the school year for which the child is seeking kindergarten enrollment. See [G.S. 115C-364](#).

What could happen if a non-public school chooses to set its kindergarten entrance age cutoff later than the Public Schools of North Carolina?

[G.S. 115C-288a](#) grants to the principal of a local public school authority to grade and classify students presented for enrollment in his/her school.

There is a distinct possibility that the public school principal may not move a younger non-public school kindergarten student into his/her public school first or second grade.

Read the Attorney General's Office [Legal Opinion](#) on this subject.

In addition, non-public schools which use a kindergarten entry cutoff date later than August 31 may encounter some problems with the [NC Division of Child Development](#) involving its Child Care [statutes](#) as well as its [Rules and Regulations](#).

Does NC law address how NC non-public school chief administrators recognize student academic credits earned at a previous non-public or public school?

No. Each North Carolina non-public school establishes its own criteria for the acceptance of credit earned at schools previously attended.

Are there any North Carolina non-public school laws which address the recognition of credit earned while attending a home school?

No. North Carolina home school law requires each home school to make and maintain only three types of student records: attendance, immunization and annually required nationally standardized achievement test. It would be wise for the conventional non-public school to always require the parent to provide written evidence that the home school was registered with DNPE and satisfying North Carolina's home school laws as well as provide copies of the three types of legally required student records.

The school might review the student's last nationally standardized achievement test results to determine adequate grade placement.

The school might consider assigning at least a letter subject grade (and one unit high school credit) for each of the four major areas of the test -- provided the student scored at or above the national norm for each of the major subject areas tested. Examples could include: B in Language Arts; B in Math; B in Social Studies; B in Science, etc.

The parent would be well advised to provide to the conventional non-public school as much paper evidence as the school will request and keep in mind that it will usually ask for more than the home school law requires.

Is there a credit recognition requirement for transferring a non-public school student back into the Public Schools of North Carolina?

The principal of each North Carolina public school determines whether transfer credit will be recognized by his/her school from the previous school -- regardless of whether it is a conventional non-public, a home or another public school.

Read carefully [G.S. 115C-288\(a\)](#) which addresses the powers and duties of the North Carolina public school principal.

Can a non-public school student enroll in a local public school without taking the previous school year's End-of-Grade or End-of-Course tests?

The second paragraph of [G.S. 115C-288\(a\)](#) reads: "A principal shall not require additional testing of a student entering a public school from a school governed under Article 39 of this Chapter if test scores from a nationally standardized test or nationally standardized equivalent measure that are adequate to determine the appropriate placement of the child are available."

This sentence was added in June of 1996 (as part of S1139, the ABC's Plan) by the North Carolina General Assembly in response to an organized effort by the North Carolina non-public school community requesting its addition to help prevent double testing of former non-public school students when entering the Public Schools of North Carolina.

It is applicable only when the student was administered such a test in the latter portion of his/her final year of non-public school attendance.

On occasion, a public school principal may honestly claim that the test scores are simply not adequate to determine the appropriate grade placement of the student.

However, it was clearly the legislative intent of the North Carolina General Assembly that such occurrences be rare. Since these tests are nationally standardized, most principals accept them as adequate, as long as there is no question about the credibility of the administering of the test and its scoring, and the scores indicate the student is functioning at or near grade level.

School Administrators

What do new North Carolina conventional non-public school administrators need to know?

DNPE suggests that you familiarize yourself with each of the following:

1. The current [legal requirements](#) for North Carolina conventional non-public schools.
2. Each September, log into the Private School online portal to complete your school's Annual Report Form. Complete the form each school year.
3. [Fire](#) and [Sanitation](#) Inspections: Regular fire and sanitation inspections are required. If it has been longer than 12 months since your last school facility inspections, immediately call or write your county health department and your city or county fire marshal to request the inspections.
4. Student [Fire Drills](#): Conduct them at least monthly.
5. [Nationally Standardized Tests](#): Required by state law to be administered each year to all students enrolled in grades 3, 6, 9 and 11. Note that this requirement is different from that of North Carolina's public schools.
6. Superintendent Notification: Your local public school superintendent would greatly appreciate notification whenever a student withdraws from your school. This voluntary action on your part will help a great deal in enforcing the compulsory attendance law for students in your local area.
7. Expect a school visit from DNPE at least once every two or three years. You will receive notice of a school visit from a DNPE official via email at least one week in advance.
8. DEC Requirements: If your school enrolls students aged 15 - 17, please be sure to read carefully the North Carolina non-public school student [Driving Eligibility Certificate Requirements](#). Please be certain to always require the student to first take the certificate home to have the parent/guardian sign it, and then return it to your school for you to then place your signature, your school's raised imprinted seal, and enter the date on it. It is then ready at that point to be given to the student to take to the local North Carolina DMV center.

9. Familiarize yourself with the [Non-Public Education General Statutes](#) and [Other North Carolina Statutes of Interest to Non-Public Schools](#).
10. President's Education Awards Program: These certificates are available free from the US Department of Education. The award may be given to students graduating from elementary, middle and senior high schools (public or private). Students who have maintained an A- grade average and score in the 85th percentile on a nationally standardized achievement test are eligible.

Contact:

President's Education Recognition Programs
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-3521
Call toll free: (877) 897-4784
Fax to: (703) 518-6295

[Click on President's Education Awards Programs.](#)

How frequently does DNPE do on-site visits to conventional non-public schools?

Each school is visited within one year of being registered with DNPE and then again once every two to three years.

In registering a new school, is there a preferred order for the conducting of the three types of initial building inspections?

First, contact the local building inspector's office. That inspector will approve the building for school usage.

Second, contact the local fire marshal's office to request that a [fire inspection](#) be conducted.

Third, contact the county health department's school sanitation section to request what is known as an "initial courtesy inspection." The sanitation inspector will

then do an initial brief "walkthrough" and give the school administrator only a partially completed Inspection of School form. He/she will then return at a later unannounced date to assign sanitation grades to each of the items on his/her official Inspection of School form.

A photocopy of this "initial courtesy inspection" will suffice for attaching to your completed Notice of Intent to Operate A School form.

See the [school sanitation inspection](#) preparation checklist.

If the school will meet in a leased or rented building, it is suggested that these inspections be done before formally committing to the lease or rental of the facility. Also, be sure the inside of the building is free of [asbestos-containing materials](#).

Are health certificates required of non-public school teachers and other school staff?

No, provided the school does not operate a pre-kindergarten program. However, non-public schools are encouraged to voluntarily require them initially for each new school staff member. Read the North Carolina Attorney General's [legal opinion](#).

The current public school staff health certificate statutory requirement is found in [G.S. 115C-323](#).

Are non-public school staff required to be licensed by the NC Department of Public Instruction or State Board of Education?

No, each individual non-public school establishes its own qualifications for its faculty and administrative staff.

How does a North Carolina non-public school head have a criminal background check run on a North Carolina non-public school employee?

A criminal background check can be obtained through the North Carolina State Bureau of Investigation in Raleigh or any other certified background check company. Contact Yvonne at (919) 662-4509, extension 6366.

A statewide only record check will usually cost about \$15 per person while both a state and a federal criminal record check will usually cost the North Carolina non-public school about \$40 per person. Non-public school chief administrators are strongly encouraged to run a criminal background check initially on each new school employee.

How does a non-public school head seek recognition to obtain CEU credit toward NC teacher license renewal for their teaching/administrative staff?

Call the Chief of the [Teacher Licensure Section](#) of the North Carolina Department of Public Instruction, at (919) 716-1800 or toll-free within North Carolina only at (800) 577-7994.

Are there statutory requirements for non-public school administrators and staff to report suspected abuse or neglect of juveniles?

Reporting it is required; however, the decision to enforce any criminal statute is always left to the discretion and jurisdiction of the local District Attorney and the Attorney General's Office. [G.S. 14-318.2](#) addresses penalties for abuse.

[G.S. 7B-301](#) requires all persons and institutions to report any "cause to suspect" abuse or neglect of juveniles.

Therefore, DNPE recommends that the non-public school administrator immediately contact the Director of the Department of Social Services in the North Carolina county where the juvenile resides or is presently located.

It is further recommended that the non-public school consider including a statement to this effect in its parent handbook, in case the need ever arises for the school to report such information to local authorities.

For additional information, see [G.S. 7B-101](#) (which defines abuse) as well as [G.S. 7B-302](#) and [7B-303](#).

Must non-public school teachers follow the Public Schools of North Carolina student promotion and retention policies?

No, North Carolina's non-public school statutes do not address this topic. Therefore, private K-12 schools in North Carolina are free to make their own final decisions regarding whether a student is promoted to the next grade level or retained.

[G.S. 115C-554](#) & [G.S. 115C-562](#) exempts them from all public school promotion/retention policies.

Private School Regulation

Are private organizations which provide only tutorial or supplemental enrichment services to school-age children required to register with DNPE?

No, the provision of such programs or services does not fall under the Division of Non-Public Education's jurisdiction.

However, if such programs or services involve a certain number of children under age 13 on a regular basis, they may fall under the jurisdiction of the [North Carolina Division of Child Development](#).

Are there any differences between the legal requirements for boarding schools and day schools?

The various building inspection requirements are different for boarding schools since students are on the premises 24/7.

Consult the local government building inspector, fire marshal and the county health department for details.

Are there any public school laws that are legally binding also on non-public schools?

Only public school laws relating to fire, safety, sanitation and immunization (such as eye protection devices required by [G.S. 115C-166-169](#)). See [G.S. 115C-554](#) and [562](#).

Otherwise, non-public school laws must meet only the requirements of [Article 39](#), Chapter 115C of the North Carolina General Statutes and also the [rules and regulations](#) governing the student driving eligibility certificate program.

A listing of [other North Carolina statutes](#) of possible interest to non-public schools is available.

How long does it normally take to legally establish a conventional non-public school?

The lengthiest part of the legalization process involves the local building inspections. Plan on several weeks for local building inspectors, fire marshal inspectors and sanitation inspectors to complete their part of the process.

See item #2 of the [State of North Carolina Private School Requirements](#) for more details relating to these inspections.

Once the completed Notice of Intent form along with its proper attachments are received by DNPE, the Notice of Intent form will be processed and acknowledged via email within 3 to 5 business days after online submission.

What is the regulatory philosophy underlying today's North Carolina conventional non-public school laws?

North Carolina (like every other state) operates a public school system which is free of tuition charges and open to all school age children. No one is required to attend a non-public school.

Since North Carolina's non-public schools receive no state tax dollars and enroll only about 10% of the compulsory attendance age children living in North Carolina, the State of North Carolina does not attempt to regulate the religious philosophy, educational philosophy or the operational policies of non-public schools.

North Carolina does, however, establish fire safety and sanitation standards which all conventional non-public school buildings must meet.

North Carolina non-public school law also mandates the length of the school year, student attendance and immunization record-keeping and nationally standardized testing of students in order to monitor the overall quality of student academic performance.

DNPE staff representatives periodically conduct on-site visits to conventional non-public schools to review updated fire safety and sanitation building inspection records, the school calendar, attendance records, and nationally standardized test score records to make certain that these requirements are met on an on-going basis.

Which state government organizations oversee post high school educational institutions?

Non-public post secondary educational institutions offering degrees fall under the legal jurisdiction of the [General Administration](#) of the University of North Carolina System in Chapel Hill at (919) 962-4558.

However, non-degree granting non-public post secondary educational institutions answer to the [North Carolina Division of Proprietary Schools](#) within the North Carolina Department of Community Colleges in Raleigh.

Any suggestions for handling makeup says for weather-related school day closings?

Non-public schools are exempt from all laws governing public schools except for those relating to building code, sanitation and immunization requirements. Non-public school laws mandate a school year of at least nine calendar months excluding reasonable holidays and vacations.

No specific minimum number of days or number of hours per day are given. They also do not address the issue of weather-related school closings and the makeup of them.

DNPE suggests that, in most cases, school days missed because of weather-related closings be made up within the school year. Most non-public schools build several adverse weather days into each school year's calendar.

What requirements do NC non-public school laws provide for conventional non-public school attendance?

No. [G.S. 115C-548](#) and [556](#) require that the non-public school student regularly attend classes and that the non-public school itself shall operate "... on a regular schedule, excluding reasonable holidays and vacations, during at least nine calendar months of the year."

However, there is no reference to a specific number of hours per day, week, month or year the school must require its students to be on its premises. [G.S. 115C-554](#) and [562](#) exempt non-public schools from any such public school laws.

Does DNPE recommend school term, school day & class period lengths? Why?

For conventional non-public schools, DNPE recommends a school term of at least 180 school days, typical school day lengths of at least 5 1/2 hours, and typical class periods for grade 9-12 students of 50 minutes each.

Since most non-public schools usually have some students who transfer back into the local public school system, be aware that the principal of your local public

school is empowered by public school law to determine the acceptance or rejection of transfer credit from your non-public school into his/her public school.

Non-public schools that do not meet or exceed the length of school year, the length of school day, and the grade 9-12 class period length requirements for North Carolina public schools may encounter problems in gaining transfer credit recognition for academic work completed by the student at the non-public school.

To view the statutes addressing school calendars for the Public Schools of North Carolina, [click here](#).

Does DNPE possess legal jurisdiction over non-public schools which enroll children younger than five years old?

No. DNPE's oversight of non-public schools involves only those schools offering any student grade levels between kindergarten and high school. Also, see the FAQ section below on "Kindergarten."

What about Pre-Kindergarten programs for three- or four-year-olds?

So long as the three- or four-year-olds are on the school premises for more than four hours per day and the non-public school is not accredited by the Southern Association of Colleges & Schools, these Pre-Kindergarten programs must meet all applicable childcare requirements.

See [G.S. 110-86\(2\)](#) for further specifics

Which North Carolina government agency oversees non-public schools which enroll children younger than five years old?

The [North Carolina Division of Child Development](#) oversees such programs which involve any children younger than age five who are on the premises for more than four hours daily.

Do non-public school laws govern summer schools operated by currently legal NC conventional non-public schools?

No, this topic is not addressed in North Carolina non-public school law.

However, if the summer school program will also enroll students from local public schools which will then return to the local public school system the following fall, DNPE suggests that local public school officials be contacted before announcing the new summer school program.

The conventional non-public school will want to make certain that local public school principals will accept credit for academic work completed in the conventional non-public school summer school program and under what conditions.

Must a North Carolina conventional non-public school utilize only its regular school year teaching staff in the summer school program?

No, the conventional non-public school may hire different teachers for the summer school program if it wishes.

What about summer recreational and specialized activity programs?

Non-public school laws do not address this topic.

However, if such programs involve children younger than age 13, it is suggested that you read the Division of Child Development's exempted from its jurisdiction list given in [G.S. 110-86\(2\)](#) to be certain that your proposed program does not fall under its jurisdiction.

What are the North Carolina public school laws and policies governing their summer school programs?

The operation of public school summer school programs is addressed in [G.S. 115C-233](#).

At this time, the State Board of Education has no standards in place for the operation of such programs.

Each local public school system develops its own standards, schedules and policies (if the local system offers such a program).

Therefore, this information can only be obtained through the local public school system or a local public school principal.

It is suggested that non-public schools planning to operate summer school programs meet or exceed the same standards as the local public school system.

Curriculum, Graduation, & Textbooks

Are non-public schools required to follow the Public Schools of North Carolina curriculum?

No, non-public schools may utilize whatever curriculum they wish.

Is the Public Schools of North Carolina curriculum available online?

Yes, the [NC Standard Course of Study](#) is available online.

Does NC require that each non-public school student satisfy a specific academic competency requirement in order to graduate high school?

Yes. Since 1979, that competency level has been (and still is) based on how well the student performs on the nationally standardized test which is required annually of each grade 11 non-public school student.

[G.S. 115C-550](#) and [G.S. 115C-558](#) both state that each non-public school "... shall establish a minimum score which must be attained by each student on the selected test in order to be graduated from high school."

Does non-public school law mandate specific subjects and units for student graduation?

No. Each non-public school establishes its own standards for high school graduation.

How do I obtain NC public school minimum high school graduation requirements and the UNC minimum entrance requirements?

[NC Public High School Curriculum](#)

[UNC Minimum Admission Requirements](#)

Do the Public Schools of North Carolina provide textbooks at no charge to students enrolled in non-public schools?

No, each non-public school must purchase its own textbooks.

Is there an online version of the North Carolina State Board of Education textbook adoption list?

Yes, the current listing is available [here](#).

May non-public schools purchase textbooks from the Public Schools of North Carolina?

The Public Schools of North Carolina do not sell their textbooks to non-public schools.

Must conventional non-public schools utilize the same textbooks as used by the Public Schools of North Carolina

No, non-public schools may use any textbooks they wish.

Where can instructional materials for blind students be acquired?

By clicking on [American Printing House for the Blind](#) and then on [Hadley School for the Blind](#). Also, click on [Blind Students in North Carolina Non-Public Schools](#).

Records

Are there any criminal statutes which address academic fraud?

Yes. See [G.S. 14-118.2](#); [G.S. 14-122.1](#); [G.S. 14-117](#) and [G.S. 14-225](#). These criminal statutes are enforced by local law enforcement officials.

Also, read carefully the article "[What You Need to Know about Diploma Mills](#)."

How long must a North Carolina non-public school retain its student academic records?

North Carolina non-public school laws do not speak to this question except to require that the nationally standardized test result records for students enrolled in grades 3, 6, 9 and 11 be retained at the school office for one calendar year.

Therefore, each North Carolina non-public school chief administrator develops his/her own policies on the retaining of other student records. Most North Carolina non-public school student academic records for grade K-8 levels are usually disposed of sometime after the student has successfully graduated from high school.

Academic records for grade 9-12 students who have graduated from the school are kept indefinitely. Originals of academic records for K-8 students transferring to another local conventional school are usually hand-delivered to them by a school

staff member and signed for by a school official at the conventional school accepting them.

May a conventional NC non-public school withhold student records, subject grades and transcripts for students whose financial account is delinquent?

Yes, provided the North Carolina non-public school does not participate in any federally funded programs. The vast majority of North Carolina non-public schools do not participate in them.

Student immunization records, however, must always be released when requested by the next conventional school which the student will be attending. The withholding of student academic records, report cards, etc. by North Carolina non-public schools until a student's financial account is paid in full is a long standing, perfectly legal and acceptable practice for non-public schools to utilize in collecting past-due accounts.

Virtually all private colleges and also North Carolina non-public schools use this technique as a method of last resort. No one in state government has legal authority to deal with this type issue. Such a problem can only be resolved by the student's parent/guardian and the North Carolina non-public school involved.

North Carolina non-public school student enrollment contracts usually contain a statement informing the parent/guardian in advance about the school's policies and procedures concerning overdue student financial accounts.

Read the North Carolina Attorney General's [legal opinion](#) on this subject. [G.S. 115C-554](#) and [562](#) exempt North Carolina non-public schools from the public school requirements about the transferring of student records which are described in [G.S. 115C-288\(j\)](#) and [403\(b\)](#).

Must North Carolina non-public schools make its student records available to students, parents, or the general public upon request?

No, provided the school does not participate in any federal government funded programs (Most North Carolina non-public schools do not participate in them).

Each North Carolina non-public school establishes its own policies concerning release of student records.

What are the laws governing non-public school student record maintenance?

[G.S. 115C-554](#) and [562](#) exempt non-public schools from all public school laws relating to student record keeping.

North Carolina's non-public school statutes require that the non-public school make and maintain only student attendance, immunization and nationally standardized test result records.

Non-public school laws do not address student academic or disciplinary record keeping requirements.

However, it is suggested that you read the [student record maintenance requirements for North Carolina's public schools](#).

What happens to North Carolina non-public school student academic records, transcripts, etc. when the school terminates its operation?

North Carolina non-public school law does not address this topic.

Neither DNPE nor the North Carolina Archives and Records Section of state government in Raleigh keep individual non-public school student records. When a non-public school terminates operation, it forwards all original student academic records directly to the next conventional schools where the students will be attending.

However, academic records for those students issued high school diplomas from the school (as well as present grade 9-12 students next going into a home school

setting) are kept together as a group indefinitely. The school's graduates are then able to later obtain high school transcripts when requested.

The school then should notify DNPE in writing where the high school transcripts and academic records for its graduates will be retained along with an address, telephone number and contact person. This information is then entered permanently into the school's file at DNPE.

Individual student records are often kept permanently either:

1. In the central student record-keeping office of the local public school system;
2. At a local church in which the school formerly operated;
3. At another local non-public school which is still in operation or;
4. By the last chief administrator or a school board member at the time the North Carolina non-public school terminated operation.

Taking the GED test at a local North Carolina Community College to obtain a GED diploma for college entrance might also be another way for a graduate of a terminated non-public school to successfully gain admission into college.

The graduate, however, should first discuss this possibility with the admissions officer from the college to which the graduate is seeking admission.

Testing

Any exemptions from the annual national standardized testing requirement for enrollees in grades 3, 6, 9 or 11?

No. It is required of every conventional K-12 non-public school enrollee in grades 3, 6, 9 and 11. No exceptions for any reason. Conventional K-12 non-public schools are exempted from all Public Schools of North Carolina student testing requirements. See [G.S. 115C-554](#) and [562](#).

A grade 12 student cannot legally be graduated from a conventional K-12 non-public school in North Carolina until he/she has achieved the school's required

minimum competency score on the nationally standardized test administered the previous school year while the student was enrolled in grade 11. See [G.S. 115C-550](#) and [558](#).

How can nationally standardized tests be ordered?

Two of the major nationally standardized student test publishers from which conventional non-public school administrators can order are [CTB/McGraw-Hill](#) and [Pearson Assessments](#).

These publishers usually require the purchase of at least 35 student test booklets (or similar large quantities) for any given grade level.

If you would prefer to order less than that number for any given grade level, you may want to consider ordering instead from a [home school test distributor](#) which sells quantities as few as one per grade level.

How can the Public Schools of North Carolina Student End-Of-Grade, End-Of-Course, Competency tests, etc. be ordered?

The [Non-Public School Testing Service](#) has information about these tests.

How does one obtain a school code number for students registering for a college entrance/placement test?

Non-Public School code numbers are not provided or assigned by the State of North Carolina. They must be obtained directly from the test publisher.

Contact either the [ACT](#) or the [College Board](#) organization to obtain them, depending on which test is chosen.

Is a minimum test score required for promotion to the next grade level?

Non-public school law does not require that a student attain a certain minimum score on the nationally standardized test administered in a non-public school before he/she is promoted to the next grade level in that school.

However, it does state concerning the grade 11 test that non-public schools "... shall establish a minimum score which must be attained by a student . . . in order to be graduated from high school."

Must North Carolina non-public schools administer to its students the same standardized tests as administered to North Carolina public school students?

No. The chief administrator of each conventional non-public school chooses which nationally standardized achievement test is administered.

The nationally standardized test for grades 3 and 6 must measure achievement in the areas of English grammar, reading, spelling and mathematics. For grade 9, the nationally standardized test or other equivalent measurement selected must measure either of the following:

- Achievement in the areas of English grammar, reading, spelling, and mathematics.
- Competencies in the verbal and quantitative areas.

The grade 11 test must measure competencies in the verbal and quantitative areas. Non-public school law also requires that the test results be kept on file at the school's office for one year after the testing date for annual inspection by a DNPE staff representative.

Special Education Students: Does North Carolina non-public school law exempt them from nationally standardized testing?

No, North Carolina non-public schools are exempt from all North Carolina public school laws and policies concerning standardized testing.

Non-public school law does not exempt special needs (or any other) students from the grade 3, 6, 9 and 11 nationally standardized test requirement. Concerning the non-public school standardized testing requirement, G.S. 115C-549, 550, 557 and 558 state that the test is to be administered in those grade levels each year "to all students enrolled or regularly attending."

What are the AP and CLEP tests?

They are tests provided by [the College Board](#) which produces several college entrance/placement tests.

For more information about each of them, click on [AP](#) and on [CLEP](#).

Accreditation

Do colleges and universities accept students who graduate from non-accredited schools?

DNPE suggests that chief administrators contact the admissions office at colleges/universities where the home school graduate would like to seek admission and inquire about admission requirements.

How can I tell if a North Carolina conventional non-public school is accredited?

Conventional North Carolina non-public schools which are accredited are designated by accrediting association name codes within the [North Carolina Directory of Non-Public Schools](#).

The title page within each year's directory of schools gives the meaning of each accrediting association's code utilized throughout the directory.

Are NC conventional non-public schools which meet NC non-public school legal requirements considered accredited?

No. Like most states, North Carolina has no state laws mandating that non-public schools be accredited by an accrediting organization.

The State of North Carolina, however, requires certain [minimum standards](#) that all non-public schools must meet. As long as those standards are met, the school is satisfying compulsory attendance requirements and is authorized to issue high school diplomas to its graduates.

Accreditation can only be obtained through private accrediting organizations such as the Southern Association of Colleges & Schools, the Southern Association of Independent Schools, the North Carolina Christian School Association, etc.

What are some of the advantages of a school's being accredited?

Graduate acceptance at a wider array of colleges and universities is much more likely, provided the student's college entrance test results are adequate.

An accredited school may be more successful in obtaining corporate funding for the school.

What is involved in the process known as school accreditation?

The meaning of the term "accreditation," as it relates to private elementary and secondary schools, varies somewhat from state to state.

In North Carolina, it involves the school voluntarily joining a school accrediting association and electing to undergo a periodic comprehensive peer review of the school's policies, practices and programs by a team of visiting professional educators.

The school's staff and the visiting professionals evaluate the purposes, goals, procedures, standards, etc. of the school's entire program.

There are financial costs involved in association membership and in the accreditation process itself.

Why would a conventional non-public school choose not to become accredited?

The financial cost and staff time involved are major reasons. It will usually cause the non-public school to pass the financial cost of it on to the school parents.

Many religious schools often cite theological autonomy as the reason. Such schools are sensitive to outside-of-the-school professional educators evaluating the school's religious curriculum, philosophy and practices.

Other schools do not seek it simply because there is no demand from the school clientele for it.

Buses

Are schools and child care centers covered under the North Carolina Child Booster Seat law?

[Click here for this information](#). Also, read the North Carolina [child restraint systems statutes](#).

Must a non-public school obtain a US DOT license number to use its own bus to transport students or adults across state lines?

Yes. It is required for all privately owned buses, but not for government owned buses. This applies for class, field or any other type trip.

For more details, call 984-236-2940.

Are school buses in North Carolina required to be yellow in color?

[G.S. 20-4.01\(27\)d4](#) mandates that all school buses acquired on or after August 1, 2007 (those picking up children from and returning them to their homes each day) be painted primarily yellow below the roofline and bear the plainly visible words "School Bus" on the front and rear.

In order for a school bus to be able to stop traffic on North Carolina highways (or their right-of-ways) when picking up and depositing children at their homes, it must be of the same color as North Carolina public school yellow buses and equipped with the same type flashing lights, mirrors and front bumper arm as North Carolina public school yellow buses which pick up children each morning.

[G.S. 20-4.01\(27\)d3](#) defines activity buses as buses "generally painted a different color from a school bus."

What determines if a vehicle is a bus?

A vehicle is a bus if it is built to transport 11 or more persons including the driver.

It is a school bus if it is used to transport students to or from school or school-related events.

It is illegal to buy, sell or lease a new school bus that does not meet the federal motor vehicle safety standards applicable to school buses.

Is there more information available on the web concerning North Carolina school buses?

Yes. [Click here to access this information.](#)

What number can I call to obtain answers to other school bus-related questions?

The telephone number is (919) 861-3106.

Driving Eligibility Certificates (DECs)

Background

The term "Driving Eligibility Certificate" (also known as "DEC") refers to the official State of North Carolina school form required only of North Carolina drivers who are under age 18. One is required of each person under age 18 who does not yet possess a high school diploma but wishes to obtain/retain a North Carolina driver's permit/license. North Carolina does not permit persons under age 18 to drive unless they are:

1. Currently enrolled in and regularly attending a North Carolina school for at least four months; or enrolled in and physically attending an out-of-state boarding or an out-of-state day school, and
2. Are making academic progress in that school toward graduation. and have not been suspended from that school for more than ten days for possessing an illegal substance on the school campus; possessing a firearm or weapon on the school campus; or, assaulting a school staff member.

The DEC form is used to indicate whether or not a North Carolina high school student is meeting the two above requirements.

Persons under age 18 not yet possessing a high school diploma must be issued a DEC by the principal of the NC school in which he/she is currently enrolled and regularly attending.

The North Carolina DMV offices statewide will accept NO substitutes for it. DNPE supplies DEC forms only to [conventional K-12 non-public](#) as well as [home schools](#) operating within NC's geographical borders which meet all legal requirements for such schools. The DEC form is required in addition to the official State of North Carolina Driver Education course completion certificate which

indicates that the student has successfully completed a State of North Carolina approved student driver education course of study.

Why must home schools wait four months after opening before receiving a DEC?

A DEC is used to verify that a student is meeting academic and enrollment expectations for the state of North Carolina and therefore in combination with the other requirements outlined in § 20-11 (d) (1), (2), and (3) may obtain either a limited driver's learner permit or a provisional (limited or full) driver's license. Therefore, adequate time must have elapsed for a chief administrator to determine if a student is meeting academic and enrollment expectations.

How do I order a DEC?

If you are the chief administrator of a North Carolina non-public school (home or conventional) which is registered with DNPE and meets all current North Carolina requirements for such a school, [go to the main menu and request the DEC](#). After this information has been electronically recorded, the DEC's will then be mailed via US mail within 2 business days.

There is no DEC financial cost involved.

Only one DEC is needed for each student. Additional ones are not required as the student moves up through the various license levels. A second DEC would be needed only after the student's license was revoked.

Who signs the DEC form on the line in the bottom left corner labeled Signature of School Official?

Conventional non-public schools must first have the parent/guardian read, complete and sign Section 1 in the upper half of the form, which includes the parent/guardian's signature and date. Section 2 of the DEC form (including the Signature of School Official line) is then to be completed by the school's chief administrator (or his/her designee).

For students enrolled in home schools, the parent/guardian completes section 1 of the form. Section 2 of the form must be completed (including the Signature of School Official line) by the chief administrator of the home school. (This may be the same person.) On the Name of School/Agency line, home school administrators will enter the name of the home school as it appears in the DNPE home school database.

Once the non-public school official (home or conventional) has completed Section 2 of the DEC form and placed his/her signature there as well as entered the issue date (when the form was given to the student), the form will be accepted by the North Carolina DMV only within the next 30 days from that date.

Is the Driving Eligibility Certificate needed before taking the driver education course?

No. The student must first successfully complete a State of North Carolina approved Driver Education course and receive the North Carolina Driver Education completion certificate.

After that is completed, the student obtains his/her official State of North Carolina Driving Eligibility Certificate (DEC) from the principal of the *North Carolina* school in which the student is currently enrolled.

When the under age 18 student is ready to go to the local North Carolina Division of Motor Vehicles office to obtain his/her driver's permit/license, the student must present to DMV the student's birth certificate, the official State of North Carolina Driver Education course completion certificate, the official State of North Carolina Driving Eligibility Certificate and his/her social security number.

How do students enrolled in correspondence, Internet-based or other distance learning program obtain a NC DEC?

High school students under age 18 currently living at home in North Carolina but (in lieu of conventional school attendance) taking courses toward a high school diploma through a distance learning program, can obtain a DEC only through the

chief administrator of the *North Carolina home school* in which the student is currently enrolled.

In order for the home school chief administrator to obtain a DEC to issue to the student, the North Carolina home school must be currently registered with the North Carolina Division of Non-Public Education and be currently meeting all North Carolina laws governing the operation of the home school.

In completing the Notice of Intent for a home school, the parent must give his/her own name as owner, chief administrator and provider of academic instruction as well as his/her US Postal Service and e-mail addresses and telephone number for the home school - not for the distance learning program.

On the form, do *not* list any information about the distance learning program in which the student is also enrolled.

Can DNPE fax a Driving Eligibility Certificate to a home school?

No. The North Carolina Division of Motor Vehicles accepts only original official State of North Carolina Driving Eligibility Certificate (DEC) forms which have been properly imprinted, completed and signed. No facsimiles are accepted.

From whom do students who live in North Carolina but attend out-of-state boarding schools, out-of-state conventional day schools, or out-of-state military base conventional schools obtain a NC DEC?

A student who has permanent residency in North Carolina but attends such out-of-state schools shall receive his/her DEC from the North Carolina public high school which he/she would otherwise be attending.

That North Carolina public high school may ask for the following documentation:

1. Proof of residency within the school's district;
2. A letter on the out-of-state school's letterhead stating that the student is "currently enrolled in this school" and that he/she is "making academic progress toward high school graduation";

3. A transcript/report card indicating the latest semester grades earned in the out-of-state school;
4. A transcript/report card at the end of each semester thereafter until the student has graduated from high school (or reaches his/her 18th birthday) - making sure the student understands that he/she will lose all North Carolina driving privileges if this is not presented at the end of each semester or is in violation of the DEC laws.

Can I pick up a DEC at the DNPE office?

Only school chief administrators may stop by the DNPE office to pick them up. It is strongly suggested that school administrators always call at least a day ahead to make certain that a DEC can be made available for pickup on the preferred day.

Under no circumstances are students permitted to pick them up.

The non-public school (both home and conventional types) must already have on file with DNPE a currently valid Notice of Intent prior to the pickup date.

Are public schools allowed to revoke non-public school student driver's licenses?

No. Conventional non-public or home schools located within the State of North Carolina wishing to have a student driver's license revoked must contact the North Carolina Division of Non-Public Education.

May public schools share a DEC with other schools?

No. North Carolina public schools are not permitted to share Driving Eligibility Certificates with conventional non-public schools operating within North Carolina's geographical borders, home schools, community colleges or even other public schools.

To whom can North Carolina public schools issue a DEC?

Only to students who are currently enrolled in that public school.

Public schools may not issue a DEC to a student who currently attends or is enrolled in a conventional non-public school within North Carolina, a home school, community college or an out-of-state correspondence or other distance learning program.

What happens when a student leaves a conventional non-public school to attend a home school, public school or a local Community College?

If the student is not making adequate progress toward high school graduation at the point of withdrawal, the conventional non-public school should have the student's driving privileges revoked (even when transferring in to a home school setting).

If the student is making adequate progress, the non-public school should not revoke that student's driving privileges -- provided it is certain that the student has indeed already been enrolled in another legal school.

When should a non-public school send information DNPE about student driver's licenses to be revoked?

A school should wait (before sending the information) for a brief reasonable time period to receive any hardship requests after notifying parents of the student's forthcoming license revocation.

It is imperative, however, that non-public schools send their revocation recommendations to DNPE immediately following the 30 day grace period post withdrawal.

Are there any license restoration costs involved in re-instating a revoked license?

Yes. Contact the local North Carolina DMV office to find out the exact current State of North Carolina license re-instatement fee. Also, there is always a possibility that the student may incur an increase in his/her next automobile insurance premium.

The DEC form itself is always available free from the chief administrator of the North Carolina non-public school in which the student is currently enrolled

How does summer school affect students who lose their license?

At the end of the school year (once final grades are posted), non-public schools should send DNPE their license revocation recommendations.

At the conclusion of summer school, those students eligible may then receive a DEC from their North Carolina non-public school principal in order to have their license re-instated.

Schools should not wait until summer school is over to turn in the names of students not making progress toward high school graduation.