

North Carolina

DNPE 

Division of Non-Public Education

# Home School Guidebook

[www.ncdnpe.org](http://www.ncdnpe.org)

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## **Homeschooling in North Carolina**

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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 in which one or more children of not more than two families or households receive academic instruction from parents or legal guardians, or a member of either household.”

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

[http://www.ncga.state.nc.us/enactedlegislation/statutes/html/byarticle/chapter\\_115c/article\\_39.html](http://www.ncga.state.nc.us/enactedlegislation/statutes/html/byarticle/chapter_115c/article_39.html)

Parents who desire to home school their child or children must submit a home school Notice of Intent 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**

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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**

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***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. Notice of Intent 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 notice of intent form.

The notice should be submitted before the child's 7th birthday. Please do not file a Notice of Intent 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.

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 should be submitted electronically.**

*If there are technical difficulties submitting the NOI online, please contact DNPE at 919-733-4276.*

### **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 complete an online update annually to notify DNPE if the home school has been terminated and to update the contact information for the home school and chief administrator. The update period is between August 1<sup>st</sup> and September 30<sup>th</sup> each year. A reminder will be sent to each home school chief administrator.***

*If there are technical difficulties while completing the annual update, please contact DNPE at 919-733-4276.*

### **Diploma evidence for parents/guardians**

The chief administrator and all instructors living in the household are to provide a copy of his/her high school diploma, college diploma or GED to DNPE. Acceptable examples of diploma evidence also 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 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 diploma evidence.

If the diploma documentation is in a language other than English, please enclose an English translation of it by a non-related adult 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 Notice of Intent will delay processing and, consequently, will delay the withdrawal of your student from the conventional school in which he/she is currently enrolled.



### **Back dating the Notice of Intent form**

Back dating is prohibited. Listing with DNPE begins on the date both the Notice of Intent form and its diploma evidence are received by DNPE—not on the date entered on the Notice of Intent form or when it was submitted electronically.

### **Re-opening a home school**

#### **Less than five years since terminating the home school:**

If the home school has been closed for less than five years, the home school chief administrator can submit electronically a Notice of Intent to re-open his/her home school. The following information is required:

- 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.
- Including high school diploma evidence will not be necessary.

#### **More than five years since terminating the home school:**

If the home school has been closed for five years or more, the chief administrator will need to initiate the process for opening a new home school.

### **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.*

For those who submitted a Notice of Intent to Operate a Home School via USPS mail prior to July 1, 2011, the orange acknowledgment postcard initially received from DNPE will not be replaced.

In a case when a chief administrator needs an acknowledgement of a school's current listing with DNPE, DNPE can furnish (upon request only) an "Inspection Verification Certificate."

### **Inspection Verification Certificate**

To obtain an "Inspection Verification Certificate" (IVC), mail DNPE a **copy** (keep originals at your home) of your most recent home school student national standardized test result scores as well as student attendance records and *specifically request in writing* the "Inspection Verification Certificate." Be sure to include with your written request your home school name, its mailing address, county and chief administrator's name. On the mailing envelope in which you are sending your request, place the words "IVC Section" on the first line of the DNPE mailing address to expedite the handling of your request when it arrives.

## **School Names and Chief Administrators**

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### **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"; and

3. 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.*”

### **Procedures for handling duplicate school names**

All school names are separated according to North Carolina counties. If a new (or re-opening) home school selects the same name as another “already listed” home school in any given county, DNPE will add a hyphen after the school name submitted and add the last name of the chief administrator.

If there is already a school in that county with that school name and a chief administrator with the same last name as well, DNPE will also add the initial of the first name of the chief administrator to the last name immediately after the hyphen.

### **Changing a school name**

The school name submitted to DNPE on the school’s initial Notice of Intent 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 initial registration 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 Notice of Intent to DNPE.

### **Procedure for changing the Chief Administrator’s name and/or the Owner’s name**

There are **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; and
4. Death.

Once a divorce, a legal change of last name by a court of law, or a marriage has occurred, please mail a letter to DNPE providing:

- The county in which the home school is located;
- The home school name;
- Its mailing address;
- Its telephone number;
- The current date; and
- The first and last name of its Chief Administrator (as it currently appears on file at DNPE).

The communication signed by the chief administrator should state one of the identified circumstances and photocopied government issued evidence must accompany it.

If the chief administrator passes away, the surviving parent/guardian should submit a letter to DNPE providing the same information stated above. However, the communication must state

instead that the chief administrator is deceased, a death certificate, and request that DNPE make this change in its records. 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 accompany the letter. An email address for the new chief administrator should also be provided.

If a co-owner passes away, however, the communication does not need to include high school or college diploma evidence for the surviving parent/guardian co-owner, providing that DNPE has the diploma evidence on file. The surviving parent/guardian co-owner may become the sole owner, provided DNPE is provided the proper notification as described in the above question.

## **Termination Power of a Home School**

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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 G.S. 115C-560.

### **Additional Reasons Home Schools can be Terminated**

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

- Proving 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 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: If a home school continues to operate while no longer meeting home school statutory requirements, there is the risk of compulsory attendance prosecution by local public school officials.

### **No Students Enrolled and Notice of Intent Legal Status**

In accordance with G.S. 115C-548 and G.S. 115C-556, every home school must operate on a regular schedule for at least nine calendar months each year. During that nine-month period, whenever all students in the household are enrolled full-time in a conventional school (public or non-public) or college, the home school would automatically be considered legally closed by the parent/guardian for failure to comply with the operating "on a regular schedule" statutory requirement—until a Notice of Intent to re-open the school is later received by DNPE. A school can operate on a regular schedule only when there is at least one student enrolled.

## **Two-Household Home Schools**

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A home school (household A) currently registered with DNPE may teach students who are of North Carolina compulsory attendance age (at least age 7 but not yet age 16) and who live in the house may also teach students from **ONE** additional household (household B).

If the local conventional school where household B's children has been attending requires written verification that those students are now enrolling in household A's home school, the household A home school chief administrator will need to provide that information to the local conventional school.

If the household B parent wishes to *also* teach the children from either or both households, the household B parent would then need to register his/her home school with DNPE.

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 requirements.

## **Out of State Travel**

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If students enrolled in a home school registered in North Carolina will be outside the geographical borders of the State of North Carolina for more than 30 consecutive calendar days during its traditional nine month school year, the administrator of the North Carolina home school must notify DNPE of the school's temporary closure.

Upon return to the State, if the parent/guardian wishes to re-open their home school, they will follow the procedures outlined in the re-opening a home school section of the Handbook. If the parent/guardian decides to enroll the student(s) in a public or non-public conventional school, he/she follows the requirements outlined by the conventional school in which the child will be enrolled. While in another state or foreign country, the parent/guardian would be required to follow the education laws of that state or country. Contact the applicable state education agency or the country's embassy in Washington, D.C. for this information.

## **Home School Visits by DNPE**

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Since 1985, the North Carolina General Statutes (G.S. 115C-549 and G.S. 115C-557) governing home schools have 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 certain home school records are being kept in compliance with the Article 39 of G.S. 115C. A member of the North Carolina Division of Non-Public Education staff will conduct the visit. The home school administrator will receive at least five days notice via the United States Postal Service, by telephone, or email.

### **Types of Visits**

1. Records Inspection Visits to Home School Residence (randomly selected any year of operation) and
2. "Record Review Meeting."

#### **"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 25 minutes to review the records. The program involves the following:

- Any home school chief administrator (since filing with DNPE an initial Notice of Intent to Operate a School) which is now in his/her second or third consecutive school year of being listed with DNPE is eligible to be invited to *voluntarily* participate in this program (in lieu of an on-site visit at the home school residence).

- 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 weeks within each school month between November 1 and May 31.
- Each qualifying family living within a one-hour drive of the meeting location near them receives by mail (about 20 days in advance) an invitation to participate. The invitation provides 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 call the DNPE Raleigh office within 10 days to select a convenient appointment date and time.

## **Home School Academics**

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### **Home School Instructors**

G.S. 115C-563(a) defines a Home school as “a nonpublic school in which one or more children of not more than two families or households receive academic instruction from parents or legal guardians, or a member of either household.” Therefore, the legal definition of “home school” lists only three sources of academic instruction—parent, legal guardian, and any other member of the household in which the child resides. The law defines a home school based upon from whom the student receives his/her academic instruction. The law does not prescribe where the instruction must take place.

As cited, the home school statute 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. With the exception of the two-household school arrangement, the statute does not allow a child to receive academic instruction exclusively from someone who does not live in the same household as the child. As previously indicated, under G.S. 115C-564, the instructor must hold at least a high school diploma or its equivalent.

### **Core Academic Instruction**

G.S. 115C-563(a) does not define where a home school must meet. It is a violation of G.S. 115C-563(a) for a student to receive academic instruction from someone outside of the household. Academic instruction subjects would traditionally include the core curriculum subjects of language arts, math, science and social studies.

A parent/guardian not meeting this home school legal definition automatically voids his/her home school’s legal status which could then result in compulsory attendance violation prosecution by local officials.

### **The Use of Professional Educators or Someone Outside the Household**

Once the parent/guardian each year has provided the initial foundational instruction in the core academic subjects, he/she may then arrange with any other person he/she wishes to provide supplemental learning activities in any or all academic subjects desired.

Professional educators may be utilized for:

- ***Supplemental Instruction***
- ***Enrichment instruction***
- ***Remediation instruction***
- ***Teaching elective courses (foreign language, music, drama, art, computer, etc.)***
- ***Consultant Services***

- ***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.***

***NOTE:*** Professional educators seeking to provide to parents of compulsory attendance aged students, who are currently enrolled in a home school listed with DNPE, by exclusively teaching language arts, math, science or social studies subjects must first legally establish and then meet the ongoing requirements for a conventional non-public school.

### **Enrollment in Distance Learning Programs**

A North Carolina family may 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 registering 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, part-time 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 part-time enrollment is permissible only for subjects other than language arts, math, science and social studies or for educational activities—provided 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).

### **Enrollment in “enrichment,” “elective,” or “supplemental” classes**

Evaluate very carefully proposals from professional educators (or organizations) attempting to offer classes or services to home school students. Such instructional arrangements are legally permissible only if the classes are supplementing what the parent/guardian is teaching the student in that academic subject at home—and not the parent/guardian supplementing what the professional classroom educator is teaching the student.

G.S. 115C-563(a) does not limit group academic instructional settings to students from only two households, IF the group academic instruction is supplemental.

For example, home schooled students could be brought together in group settings for science lab experimentation in which the student is applying scientific information and theories he/she learned at home via his/her parent/guardian.

### **Enrollment in N.C. Virtual Public School**

Enrollment in the N.C. Virtual Public School (NCVPS) program is for North Carolina public school students. The authorizing legislation for the North Carolina Virtual Public School Session Law 2007-323 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."

It is permissible for home school students to participate in the NCVPS for non-core subjects. Each local public school district has policies for enrolling non-public school students in the NCVPS. Each home school family who desire to participate should contact their local public school district for their specific policies. The local public school district may require a fee.

Visit the N.C. Virtual Public School website for additional information,  
<http://www.ncvps.org/index.php/parents/homeprivate-school/>

### **Use of various electronic instructional technologies**

The use of audio visual electronic technologies (such as the internet, video schools, satellite, etc.) is legally acceptable.

### **Textbooks/Curriculum**

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Government (state, federal or local) does not provide funding for North Carolina home schools. The chief administrators of the home school must pay for and purchase all textbook and/or curriculum directly from private companies.

### **Diplomas and Transcripts**

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***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 diploma and/or 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 formerly home schooled 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, etc., while enrolled in the home school.

All such diploma and transcript information is provided solely by the parent/guardian—not by state or local government officials. North Carolina law (Article 39 of G.S. 115C) provides 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. 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 existence of such schools.

For this reason, chief administrators of home schools that have graduated high school students are strongly encouraged to *permanently* retain student transcripts reflecting all of the student's grade 9-12 academic work. It is suggested the transcript should include:

### **Suggested Transcript Information**

1. The home school's name, address and telephone number;
2. Subjects completed by the student by school year (for each of those four years);
3. The numerical (or letter) grade and unit credit earned for each subject;
4. Annual nationally standardized test scores; and
5. The month and year of high school graduation.

If the student is academically gifted and has successfully mastered certain 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., since the student will likely be going on to college.

In most conventional schools, a unit credit is given for successful completion of each subject which involved at least 150 clock hours of academic instruction over the school year.

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 passed away.



## Basic Subjects Traditionally Taught in Private Elementary & Middle Schools

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

## Minimum Requirements for a North Carolina Public School High School Graduation

### ***College Prep Diploma—Grade 9-12 Subject Credits Required***

**English** – 4 Credits  
(I, II, III & IV)

**Foreign Language** – 2 Credits  
(Both must be in same language)

**Mathematics** –4 Credits  
(Algebra I, II, Geometry & one beyond Algebra II or Integrated Mathematics I, II, III and a credit beyond Integrated Mathematics III)

**Science** – 3 Credits  
(A physical science, Biology & Earth/Environmental Science)

**Social Studies** – 3 Credits  
(Civics & Economics, U.S. History, World History)  
(\*2 coursed to meet UNC minimum admission requirements—U.S. History & Elective)

**Health & Physical Education** – 1 Credit

**Electives** – 3 Credits and other Credits designated by LEA

For more detailed information go to [www.ncpublicschools.org](http://www.ncpublicschools.org).

*\*\* These requirements are established by the North Carolina State Board of Education; local public school boards of education usually 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 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:
  - At least one credit in a life or biological science (for example—Biology);
  - At least one credit in a physical science (for example —Physical Science, Chemistry or Physics);
  - 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.

*FOR SOME TRANSFER STUDENTS AND STUDENTS WHO GRADUATED FROM HIGH SCHOOL PRIOR TO 1990 SPECIAL CONSIDERATIONS HAVE BEEN MADE.*

Individual constituent institutions may require other courses in addition to the minimum requirements.

High school students should take the ACT or SAT either in their junior year or in the fall of their senior year. Scores are forwarded directly to the admissions officer of the campus applied to by the agency which administers the test.

In reviewing applications, admissions officers consider an applicant’s high school courses taken and grades received, class rank or grade point average, ACT or SAT scores, extracurricular activities and recommendations. For all freshman entering the UNC system in the fall of 2009 and thereafter, new statewide minimum admissions requirements for high school GPAs as well as SAT and ACT scores apply. Check with the university of choice for specific requirements.

For transfer students, requirements for admission usually include a transcript from high school and each former college attended, eligibility to return to the institution last attended, “C” cumulative average grade on all work attempted at other colleges and an application fee.



## **National Standardized Testing Requirement**

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In accordance with G.S. 115C-563(a), each student enrolled in a home school is required to take a national standardized test annually. The nationally standardized test or other equivalent measurement selected must measure achievement in the areas of English grammar, reading, spelling and mathematics. 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 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.**

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

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



## Nationally Standardized Achievement Test Vendors

Test Vendor	Address	Phone Number	Web Site/Email
<b>ATC Educational Services</b>	ATC Educational Services 3700 Valley Pine Court Wendell, NC 27591	(919) 374-0282 (Raleigh and surrounding areas)	<a href="http://www.atced.com">www.atced.com</a>
	Beverly Hardister 7740 Orchard Park Circle Harrisburg, NC 28075	(704) 454-3140 (Charlotte location)	
	Becky Rulapaugh 602 Old Mill Road Castle Hayne, NC 28429	(910) 431-8742 (Wilmington location)	
<b>Bayside School Services</b>	PO Box 250 Kill Devil Hills NC 27948	(800) 723-3057	<a href="http://www.baysideschoolservices.com">www.baysideschoolservices.com</a>
<b>Bob Jones University Press</b>	BJU Press Customer Service Greenville, SC 29614-0062	(800)845-5731 or (864)770-1317 (for questions) M-F 8am-5pm EDT	<a href="http://www.bjupress.com/page/Contact">www.bjupress.com/page/Contact</a> Email: <a href="mailto:testing@bjupress.com">testing@bjupress.com</a>
<b>Brewer Testing Services</b>	2853 Davis Road East Bend, NC 27018	(336) 699-3997	Test Questions: Email: <a href="mailto:pat@brewertesting.com">pat@brewertesting.com</a>  Order/Grading Status Questions: Email: <a href="mailto:Dempsey@brewertesting.com">Dempsey@brewertesting.com</a>  <a href="http://www.brewertesting.com">www.brewertesting.com</a>
<b>Covenant Education Services</b>	1213 Queen Anne Road Wilson, NC 27896	(252) 281-1823	Email: <a href="mailto:info@cetesting.com">info@cetesting.com</a> <a href="http://www.cetesting.com">www.cetesting.com</a>
<b>Crosspointe Educational Services</b>	PO Box 10 Willow Spring, NC 2759	(919) 341-1552 (888) 713-1249	Email: <a href="mailto:info@cetesting.com">info@cetesting.com</a> <a href="http://www.cetesting.com">www.cetesting.com</a>
<b>Diane Allen &amp; Associates</b>	804 Cricket Knoll Road Fuquay-Varina, NC 27526	(919) 552-4001	<a href="mailto:dallentesting@nc.rr.com">dallentesting@nc.rr.com</a> <a href="http://www.dallenassociates.com">www.dallenassociates.com</a>
<b>ED-CORE Educational Services</b>	2610 New Walkertown Road Winston-Salem, NC 27101	(336) 723-3100	Email: <a href="mailto:lbhopson@dr.com">lbhopson@dr.com</a>
<b>Hewitt Educational Resources</b>	PO Box 9 Washougal, WA 98671	(360) 835-8708	
<b>Lighthouse Educational Services</b>	113 Wynfield Drive Clayton, NC 27520	(919) 302-5786	Email: <a href="mailto:lighthouseedu@earthlink.net">lighthouseedu@earthlink.net</a> Web: <a href="http://www.lighthouseedu.net">www.lighthouseedu.net</a>
<b>McGettrick Testing Services</b>	106 Quartemaine Court Cary, NC 27513	(919) 469-0924	<a href="mailto:jmcgettrick@nc.rr.com">jmcgettrick@nc.rr.com</a>
<b>Piedmont Education Services</b>	1629 Turfwood Drive Pfafftown, NC 27040	(336) 924-2494	Email: <a href="mailto:gmunger@triad.rr.com">gmunger@triad.rr.com</a> Web: <a href="http://www.pesdirect.com">www.pesdirect.com</a>
<b>Southeast Education Associates</b>	PO Box MM Saltville, VA 24370	(276) 496-7777	
<b>Thurber's Educational Assessments</b>	400 Clayton Road, Chapel Hill, NC 27514	(919) 967-5282	Email: <a href="mailto:test@thurbers.net">test@thurbers.net</a> Web: <a href="http://www.thurbers.net">www.thurbers.net</a>
<b>Triangle Education Assessments</b>	2521 Schieffelin Road Ste. 102 Apex, NC 27502	(919) 274-7495	Email: <a href="mailto:homeschoolertests@nc.rr.com">homeschoolertests@nc.rr.com</a> Web: <a href="http://www.HomeSchoolerTests.com">www.HomeSchoolerTests.com</a>

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

## **Driver's Education and Driver Eligibility Certificates (DEC)**

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### **Driver Education Course**

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

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

Pursuant to Session Law 2011-145, Section 31.1, each Local Education Agency has the discretion to charge a fee up to \$45 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 Certificates (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.

**NOTE:** *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 **six 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 six 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 a six-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 certificate can be requested.*

Available Request Options:

1. Online request on DNPE’s website, [www.ncdnpe.org](http://www.ncdnpe.org).
2. Telephone: (919) 733-4276; prompt 3 for DECs; Leave a message indicating the type of school (home); county in which it is located; name of the school’s chief administrator; the school’s name; its mailing address, including city and zip code; its area code and telephone number; and, the number of DECs needed.
3. U.S. Postal Service – in writing providing the same information as identified in #2.

Once the information has been received, and open legal status of the home school has been verified, the DECs will be mailed via US mail within 48 hours.

### **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 14<sup>th</sup> birthday or during or after 8<sup>th</sup> 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 a 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; or
  - 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; and
- 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**

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:

1. The student's legal name (first, middle and last, as on birth certificate);
2. The student's residence address (including street, city and zip code);
3. The student's date of birth;
4. The student's gender;
5. The student's race;
6. The student's North Carolina learner's permit/driver's license number;
7. The name of the parent/guardian with whom the student is living;
8. A statement giving the reason for the revocation;
9. The date of the student's ineligibility or withdrawal from school;
10. The type of non-public school: Conventional or home?
11. The name of the non-public school;
12. The county in which the non-public school is located; and
13. 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 operation.
- 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 form has been received.



# Appendix

# Notice of Intent to Operate a Home School

## Notice of Intent to Operate a Home School

Please answer each question on the form

Unfortunately, we cannot electronically submit your Notice of Intent to the North Carolina Division of Non-Public Education for processing until you have responded to each of the questions on the form.

If you have an unlisted telephone number (or you do not wish to provide one), simply enter 000 as your area code and 000-0000 as your telephone number. Your currently valid e-mail address must be entered on the form in order to send it electronically.

Once you submit your Notice of Intent to Operate a Home School, you will receive (via an e-mail) a secured fax number that is designated to receive only high school diploma evidence and/or re-opening a school evidence.

### Notice of Intent to Operate a Home School

(Not for [summer school](#) only)-

2. NC County where the home is now located:

3. Home School Name:

4. US Mail Home Address -- Street or Box #: or Box #:

City:  State:  Zip Code:  (First 5 digits of your Zip Code)

5. E-Mail Address:

*" If you do not wish to provide your phone number, enter 000 for your area code and 000-0000 for your number."*

6. Home Telephone Number: Area Code:  Telephone Number:  Required format: 000-0000

7. School Owner:

8. Chief Administrator:

First Name

Middle Name

Last Name




9. Full names of adults providing academic instruction: A)

B)

C)

11. Month & year school will begin initial operation in NC: Month  Year

12. Under which Part of Article 39 do you elect to operate:  Part 1 (Religious)  Part 2 (Non-Religious)  
(Home school statutes require that one be selected.)

13. Student Enrollment:

Female Ages:	6	7	8	9	10	11	12	13	14	15	16	17
Enrollment:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Male Ages:	6	7	8	9	10	11	12	13	14	15	16	17
Enrollment:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

The North Carolina home school statutes require that Home Schools keep and maintain the following for one year:

- Student attendance records for each student enrollee.
- Student immunization records (or religious exemption statements) for each student enrollee.
- Student achievement test result records.

When I submit this registration form:

1. I am attesting that all information submitted by me via this form is accurate.
2. I am agreeing to comply with the North Carolina statutes concerning student records.
3. I hereby give formal notice of the opening of the above named new home school as required by Chapter 115C, Article 39 of the North Carolina General Statutes. I fully understand that this submission will become invalid if I do not fax within two business days diploma evidence for each instructor named above.

[Submit Registration Form](#)

All information provided to DNPE becomes a public record in accordance with G.S. [132-1](#); [132-6](#); [115C-174.13](#), [564](#), [549](#) and [557](#).

## Notice of Intent to Re-Open a Home School

**Notice of Intent to Re-Open a Home School**  
 (Not for summer school only)

**PLEASE READ Before you submit this form.**

- Only the Chief Administrator of a the Home School can submit a request to Re-Open.
- All Re-Opened schools MUST:
  - Use the same Home School name.
  - Use the same instructors (DNPE has diploma evidence for each instructor).

If you cannot meet the conditions outlined above, then you MUST submit a [Notice of Intent to Operate a Home School](#).

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**Home School**

Home School Name:

The Chief Administrator:

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Chief Administrator E-Mail Address:

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**Home School Address (at the time it was closed):**

US Mail Home Address on record at DNPE -- Street or Box #: or Box #:

City:  State: NC Zip Code:  (First 5 digits of your Zip Code)

County

---

Has the Address, City, Zip or County changed:  Yes  No

---

**Student Enrollment:**

Female Ages:	6	7	8	9	10	11	12	13	14	15	16	17
Enrollment:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Male Ages:	6	7	8	9	10	11	12	13	14	15	16	17
Enrollment:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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[Submit Request to Re-Open Home School](#)

All information provided to DNPE becomes a public record in accordance with G.S. [132-1](#); [132-6](#); [115C-174.13](#), [564](#), [549](#) and [557](#).

# HOME SCHOOL ATTENDANCE RECORD -- School Term \_\_\_\_\_ - \_\_\_\_\_

County \_\_\_\_\_ School Name \_\_\_\_\_ School ID \_\_\_\_\_

Name of Student \_\_\_\_\_  
*Last*
*First*
*Middle*

*Directions:* **SAVE THIS FORM AS A MASTER;** make photocopies so that a separate form can be used for each student.  
 Keep completed form(s) on file at your school for later inspection.  
 Please check (√) dates below on which academic instruction and educational activities were conducted.



NC Division of Non-Public Education  
 1309 Mail Service Center  
 Raleigh, NC 27699-1309  
 Telephone: (919) 733-4276  
[www.ncdnpe.org](http://www.ncdnpe.org)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JULY																															
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MARCH																															
APRIL																															
MAY																															
JUNE																															

*By my signature below, I affirm that the above entered information, to the best of my knowledge, is accurate and truthful.*

Chief Administrator \_\_\_\_\_ Date \_\_\_\_\_