

This form is to be completed by all parents or legal guardians who are educating their children at home and who wish to be exempted from the compulsory school attendance provision of the Michigan Revised School Code.

The Michigan Compulsory Attendance law requires a parent, legal guardian, or other person having control or charge of a child age six to eighteen to send the child to school during the entire school year. A child is not required to attend a public school in the following cases {Revised School Code 380.1561 (3) (4)}:

*(3)(a) The child is attending regularly and is being taught in a state-approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade, as determined by the course of study for the public schools of the district within which the nonpublic school is located.*

*(3)(f) The child is being educated at the child’s home by his or her parent or legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing and English grammar.*

*(4) For a child being educated at the child’s home by his or her parent or legal guardian, exemption from the requirement to attend public school may exist under either subsection (3)(a) or (3)(f) or both.*

I hereby intend to educate my child(ren) at home in an organized educational program and be exempted from the compulsory school attendance provision of the Revised School Code under exemption 380.1561 (3)(f) as stated above. I am in possession of “Montcalm ISD Home Schooling Information.” I understand my responsibilities as summarized in that document:



Signature of Parent or Legal Guardian Date Public School District:

Name of Parent or Legal Guardian:

| Address: |  |  |  |
| --- | --- | --- | --- |

Street City, State Zip Code Telephone Number : Date Enrolled in Home School:

Name of Home School Affiliation, if any:

| Child(ren) Name | Birthdate | Grade Level |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| This form must be submitted to: | * Central Office or building where your child would attend in your Local School District

**OR** |
| --- | --- |
| * Montcalm Area ISD

621 New Street, P.O. Box 367 Stanton, MI 48888Fax: 989-831-8727 |

**Montcalm Area ISD Home Schooling Information**

*This is a condensation of information intended for general understanding. It is not legal advice or legal opinion. For more detailed information, see* [*www.michigan.gov/homeschool.*](http://www.michigan.gov/homeschool) *The summary below is not exhaustive.*

## In general, Michigan law requires parents or guardians to send children to school from age six to age eighteen.

* It is legal to educate children at home in Michigan through two exemptions to the compulsory school attendance provision of the Michigan School Code.
* *Exemption (a)* is for a *non-public school.*
* *Exemption (f)* is for a *homeschool.*
* Either *Exemption (a)* or *Exemption (f), or* both *Exemption (a)* and *Exemption (f)*

## may be invoked.

* Those choosing to operate under both exemptions, must meet the requirements of both exemptions.
* There are no public funds available for home schooling under *Exemptions (a) or*

## *(f).* Contact the local school district for special education service information.

* There is no legal requirement to report to the local school district that a student

is being taught under either exemption, however the student may be reported as chronically absent or truant and the truancy office may become involved.

Therefore, it is recommended and requested that both the local school district and the Intermediate School District Truancy Office be notified. The notice may be verbal or written.

* Declaring home schooling is not retroactive and it does not negate truancy actions or prosecutions commenced prior to the home schooling declaration.

Exemption (a): Non-public school

* Requires annual reporting (by October 1) to the Department of Education (DOE). The Nonpublic School Membership Report form included in this packet [can be completed and mailed to the DOE. It can be completed online at https:// mdoe.state.mi.us/gems/public/QuestionnaireHome.aspx?code=i7a9rabR](#_heading=h.gjdgxs)
* This registering/reporting requirement is required to receive Auxiliary Services and Special Education Services.
* Requires a teaching certificate or bachelor's degree in order to teach (there is a religious exemption provision).
* Upon request by the DOE, documentation such as courses of study, records of enrollment, and teaching qualifications must be produced.
* The following subjects must be taught:
	+ Mathematics in all grades.
	+ Reading and English in all grades.
	+ Science in all grades.
	+ Social Studies in all grades.
	+ The United States Constitution in the 10th, 11th, or 12th grade.
	+ The Michigan Constitution in the 10th, 11th, or 12th grade.
	+ The history and current form of civil government of the United States,

State of Michigan, and the political subdivisions and municipalities of Michigan in the 10th, 11 th , or 12th grade.

* The materials necessary for teaching the above subjects are the sole responsibility of the *non-public school.*

Exemption (f) Homeschool

* The education shall be at the child's home by the parent or legal guardian in an organized educational program in the subject areas of:

Reading Spelling Mathematics Science History Civics Literature

Writing and English grammar.

* The DOE plays no role with the home school family and the family does not report to the DOE.
* Intermediate and local school districts are responsible for interpreting and enforcing the Compulsory School Attendance Law.
* There are no minimum qualifications for teachers except that *they must be the parents or legal guardians of the children.*
* Students in homeschool families operating solely under *Exemption (f)* are not entitled to Auxiliary and Special Education Services. These students may be tested for special needs at the local public school district. Contact the local public school district for more information.
* Homeschool students may enroll in nonessential elective classes at the local public school.
* Homeschool families are responsible for choosing, obtaining and/or purchasing their own textbooks and materials.
* Homeschool families are solely responsible for maintaining their own records, and issuing their own report cards and diplomas.
* If a homeschool student transfers back to a public school institution, the receiving school has the authority to assess and place the student as that school sees fit.

On-line public charter schools

* Although the study and educational activities may take place largely or exclusively in the home, these are not *home schools* as described under *exemptions (a) and (f)* above. As such, **on-line and other public charter**

**schools are not exempt from the compulsory school attendance provisions of the Michigan School Code.**

* + It is the opinion and position of the Montcalm ISO Office of School Attendance and Truancy Response that merely being "logged on" to an on-line school does not constitute attendance. Active participation in learning activities for time equivalent to a regular school day in the local school district, or other objective criteria with valid pedagogical standards and benchmarks determined by the school, is necessary to constitute school attendance. When a student is not making educational progress as deemed appropriate by the charter school, the student must avail him or herself of remedial activities as required and made available by the institution to be considered in regular attendance .
	+ All standard attendance and truancy policies and procedures in place for traditional public schools (both local and charter) apply to on-line public charter schools.
	+ On-line public charter school students will be served by the ISO truancy office that also serves the local public school district in which the student resides.

SM-4325 Rev. 9/2017

AUTHORITY: Act 302, PA 921

MICHIGAN DEPARTMENT OF EDUCATION Direct questions to: Nonpublic/Home School Office ~~517-373-1833~~ or

COMPLETION: REQUIRED. P.O. Box 3008, Lansing, MI 48909 nonpublicschools@michigan.gov ~~FAX: 517-241-0496~~

| Legal Name of Nonpublic School or Name of Home School Parent |
| --- |
| Address of School |
| City and Zip code |
| Email Address |

# NONPUBLIC SCHOOL MEMBERSHIP REPORT­

**SUBMISSION INSTRUCTIONS:**

NONPUBLIC SCHOOL: Deadline for submission is October 1, 2017 Nonpublic schools must complete this form online via MEGS+.

HOME SCHOOL: Families report by mailing, faxing, or emailing the form to the MDE contact information above.

### TOTAL MEMBERSHIP BY GRADES AS OF OCTOBER 1, 2020

Of the students below, how many are certified as special education students?

Of the students in grades 1-12, how many are in attendance part-time?\*

| **GRADE:** | **Pre-K** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT COUNT:\*\*** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Part-time: These students carry less than a full-time number of credits. \*\*For students in non-graded programs, consider their grade to be the number of years in school beyond Kindergarten.

1. **TEACHER QUALIFICATIONS** COMPLETE:

Does your school claim an objection YES NO to teacher certification based upon a

sincerely held religious belief?

**(If you stated “yes,” you are exempt from the teacher certification requirement based on the Michigan Supreme Court decision in People v DeJonge and do not need to complete the rest of Section 2 regarding teacher qualifications.) Institutional nonpublic schools must comply with the criminal history check requirements.**

**TOTAL NUMBER OF TEACHERS:**

Total teachers with a Michigan Teaching Certificate: Total teachers with a Michigan Teacher Permit: Teachers **WITHOUT** Michigan Certificates or Permits

Total with a Bachelor’s Degree:

Total with less than a Bachelor’s Degree:

CRIMINAL HISTORY CHECKS

**Required for Nonpublic Schools Only (Not home schools)**

The nonpublic school complies with the criminal history check requirements and ensures that the school will not employ a person wo has been convicted of any felony or of a “listed offense” misdemeanor. (MCL 380.1230-380.1230h, MCL 380.1535a and MCL 380.1539b)

YES NO

1. **COURSE OF STUDY** Mark/circle the following areas where instruction is given:

| **GRADES K-12** | (a)(b) | English, readingMathematics |
| --- | --- | --- |
|  | (c) | Social Studies |
|  | (d) | Science |

| (e) | The Constitution of the United States |
| --- | --- |
| **GRADES** |  |
| (f) | The Constitution of the State of Michigan |
| **10, 11, 12 ONLY** |  |
| (g) | The history and present form of civil government of the United States, |
|  | the State of Michigan, and the political subdivisions and municipalities of |
|  | the State of Michigan. |



**I certify the information on this form is true.** **AUTHORIZED SCHOOL ADMINISTRATOR OR HOME SCHOOL PARENT**



Date Phone Signature Type or Print Name

**INSTRUCTIONS FOR COMPLETING FORM SM-4325**

The Nonpublic School Membership Report, form SM-4325, is sent annually to all nonpublic schools, including home schools. This form is the Department of Education’s method of gathering needed information about the schools. Completion of the form is important because if the school meets the reporting requirement of the Nonpublic School Act, students may be eligible to receive Auxiliary Services.

**Legal Name/Address of Nonpublic School:**

If the Nonpublic School Membership Report form you received has a white label on it, please check the information on the label and make corrections if necessary. If there is no label, please print the appropriate address information in the box:

If you are completing a form for a home school, provide the parents’ name and address in the box labeled “Legal Name of Nonpublic School.”

If you are completing a form for an institutional nonpublic school, provide the name and address of the school.

1. TOTAL MEMBERSHIP BY GRADES:

**Of the students below, how many are certified as special education students?** This question pertains to the number of students who have been formally classified by a public school district as eligible for special education services.

**Of the students in grades 1-12, how many are in attendance part-time?** This question pertains to those students carrying less than a full-time number of credits.

**Grade and Student Count:** Write the number of students in each grade level in the appropriate box. For students in nongraded programs, consider their grade to be the number of years in school beyond kindergarten. Please remember to write the total number of students in the “TOTAL” box to the right. If your education program does not have children of compulsory school age, (ages 6-16), you are not required to file this form with the Department of Education.

1. TEACHER QUALIFICATIONS:

**“Does your school claim an objection to teacher certification based upon a sincerely held religious belief?**” Check “YES” or “NO.”

(If you stated **“YES**,” you are exempt from the teacher certification requirement and need not complete the rest of section 2 regarding teacher qualifications. Go to section 3 “Course of Study”.)

“**Do all teachers have State of Michigan certificates or permits?”** This question applies to the persons providing instruction in the subjects listed as Course of Study in section 3. Check “YES” or “NO.”

## In the section marked, PLEASE PROVIDE:

Please be certain that the number given in “TOTAL NUMBER OF TEACHERS” is

the same as the sum of the number of tallies behind the statements that describe the type of certificate or highest level of education the teachers possess. If yours is a home school, please indicate the type of certificate or highest level of education you as the teacher or whomever you may engage in this capacity has achieved.

Nonpublic Schools and Home Schools utilizing teachers with less than a Bachelor’s Degree or High School Diploma do not meet reporting requirements. However, it is not required that teachers of Pre-K, Kindergarten, and solely nonessential classes hold a Bachelor’s Degree or a teaching certificate. Please specify the course the individual is teaching on the form under “Of Those Teachers WITHOUT Michigan Certificates or Permits” in section 2.

**Criminal History Checks**

**New requirement.** As a Nonpublic School (not Home School) you are **required** to check “YES” or “NO”.

## COURSE OF STUDY:

Please check the boxes indicating the subjects that are taught. Schools are required to provide instruction in English, reading, mathematics, social studies, and science in all grades, and the government component at the junior/senior high school level (grades 10, 11, and 12).

Complete the form by signing and printing your name, the date signed, and providing your phone number. Return it to the address at the top of the form by the date indicated on the form.

PAGE 2 IS OPTIONAL but provides the Department with helpful information regarding instructional time and staffing. Also, please note that the completion of item 6 is necessary for preparing the list of schools having high concentrations of students from low-income families for National Defense/Direct Student Loan cancellation benefits for teachers.

If your school (home or institutional) begins operation after the due date, or if you do not receive the form before that date, please complete the form and return it within two weeks of receipt.

If any error appears on your completed form, corrections will be requested.

If you would like a statement regarding the reporting status of your nonpublic school, please include a note to that effect with your completed SM-4325.

Please call (517) 373-1833 if you have any questions.

**HOME SCHOOLING IN MICHIGAN**

The section of the *Revised School Code* that addresses home schools is located in the Michigan Compiled Laws under MCL 380.1561.

### Right to Home School

Michigan parents have the right to home school their children. The law requires a parent or legal guardian of a child from the age of six to sixteen to send his or her child to school during the entire school year, except under certain limited circumstances (MCL 380.1561). The law was amended in 2010 to increase the compulsory school attendance age from 16 to 18 for a child who turned 11 after December 1, 2009, or who entered grade six after 2009. The exceptions include, but are not limited to, sending a child to a state-approved nonpublic school or educating a child at home in an organized educational program.

### Who May Home School

Home school education is the responsibility of the parent or legal guardian. The parent assigns homework, gives tests and grades these tests. The issuance of report cards, transcripts, and diplomas are the responsibility of the home school family (based on internal standards). If home schooling continues through grade 12, the parent issues a high school diploma to the graduate.

### Reporting Process

The annual reporting of a home school to the Michigan Department of Education (MDE) is voluntary. It is not required unless the student is requesting eligible special education services from the local public school or intermediate school district. It is recommended the parent first submit a completed Nonpublic School Membership Report to MDE if special education services will be requested. This form is available on the Michigan home school website - [www.michigan.gov/homeschool.](http://www.michigan.gov/homeschool) Before special education services are established, the school will contact MDE for verification that this process is complete. The home school must register each school year to continue services. A list of registered home schools is provided to intermediate school district superintendents each December and March or by emailing nonpublicschools@michigan.gov.

It is not required that a parent inform their local school of the decision to home school, however, it is suggested. Failure to do so may result in the student being marked absent and the involvement of the truancy officer. Notification may be a phone call or a written note to the district. Keep in mind that a written note can be placed in the student’s school record indicating when the student has withdrawn from the school district.

### Teacher Requirement

A parent or legal guardian who home schools his or her child is not required to hold a valid Michigan teaching certificate, permit, or occupational authorization.

A parent or legal guardian reporting to MDE must have a minimum bachelor’s degree to be approved unless they claim a sincerely held religious belief against teacher certification (People v DeJonge). Reporting is required if the parent or legal guardian is seeking eligible special education services for their child(ren).

### Course of Study

Instruction must include mathematics, reading, English, science, and social studies in all grades; and the Constitution of the United States, the Constitution of Michigan, and the history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan in grades 10, 11, and 12.

Home-schooled students may enroll in nonessential elective classes at the resident public

school subject to the district’s enrollment policy.

### Textbooks

Home school families are responsible for purchasing the textbooks and instructional materials of their choice. School districts are not required to provide curriculum, textbooks, or materials to home school families.

### Student Records

Parents are encouraged to maintain student records of progress throughout the year. These records will assist school personnel with placement should the student enroll in a public or nonpublic school. The granting of credits and placement of students is solely determined by the receiving school. If a student attends a home school and returns to a public school, the public school generally reevaluates the students for grade placement and the transfer of credit.

### Required Testing

There are no required tests for a home-schooled student. The parent is responsible for administering tests based upon the curriculum they use. Although not required, home- schooled students may participate in state testing at their local public school. These tests are managed by MDE and are administered at no cost to a home-schooled student. For further information, contact your local public school.

### Athletics

The supervision and control of interscholastic athletics are the responsibility of each local board of education. Most local boards have adopted policies as proposed by the Michigan High School Athletic Association. Please contact the appropriate local school district or the Michigan High School Athletic Association (MHSAA) at (517) 332-5046 or MHSAA website - [www.mhsaa.com](http://www.mhsaa.com/)

### Work Permits

Home school students may obtain a work permit through their local public school.

### Funding

There are no public funds available for home schooling.

### Additional Information

MDE’s website provides additional information on home schooling that includes legislation, the registration form, and instructions. You may access this information at the Michigan home school website - [www.michigan.gov/homeschool.](http://www.michigan.gov/homeschool) For additional information on home schooling, please email nonpublicschools@michigan.gov.

*This information is provided as a service of the Michigan Department of Education and is distributed with the understanding that the Department is not engaged in rendering legal advice. Those individuals desiring or requiring advice should seek the services of an attorney.*

August 2017