

The logo features the text "Louisiana Believes" in a green, hand-drawn font, underlined. The background is a light blue watercolor-style wash.

Louisiana Believes

## **BESE-Approved Home Study Program**

### **Guidelines and Instructions**

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State Superintendent of Education

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LOUISIANA DEPARTMENT OF EDUCATION

1.877.453.2721

[www.louisianabelieves.com](http://www.louisianabelieves.com)

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Each year, over 20,000+ Louisiana families independently educate their children through either: a) a Board of Elementary and Secondary Education (BESE) approved Home Study program; or, b) a Registered Nonpublic School (Not Seeking State Approval).

These guidelines provide valuable information to families wishing to start their own BESE-Approved Home Study Program for their own children. The Louisiana Department of Education (LDE) provides a similar handbook for families interested in educating their children through a Registered Nonpublic School (Not Seeking State Approval).

The LDE has divided these guidelines into four sections to help easily organize all information for families:

Section	Section Description:
<b>1 – Home Study Program Overview</b>	Highlights the key responsibilities and information for families participating in a BESE-Approved Home Study program.
<b>2 – Application Instructions</b>	Informs parents about both: a) information requested for initial and renewal applications; and, b) how to submit an application by using the new online application system or via mail.
<b>3 – Additional Information</b>	Provides information to families on a variety of additional topics, such as “How to Participate in Interscholastic Activities” and “How to Find Sample Curriculum Resources.”
<b>Appendix</b>	Contains supplemental resources for families to use or reference for their BESE-Approved Home Study program. Such resources include a sample high school diploma template and Home Study paper application.

If you have any questions about starting a BESE-approved Home Study Program, please do not hesitate to contact the LDE’s toll free number at 1.877.453.2721.

BESE-Approved Home Study Programs should not be confused with the provisions by a district under the State’s homebound law for eligible students who are temporarily ill or injured and who can receive instruction from a certified teacher in core content areas while at home or in the hospital. To apply for homebound services, contact your local school board office.

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**Program Overview:**

A BESE-Approved Home Study program provides Louisiana families the opportunity to independently educate their child. In a BESE-Approved Home Study program. Parents have complete control and responsibility for educating their child. Parent’s primary responsibilities include: a) selecting and using the curriculum to teach their child; b) determining the child’s grade placement; and c) submitting initial and renewal home study applications to the LDE for approval.

Key Responsibility	Responsibility Description:
<b>Curriculum</b>	<p>Parents have complete control over selecting the curriculum to use to educate their child. Parents must use a sustained curriculum of quality at least equal to that offered by public schools at the same grade level.</p> <p>A parent or tutor may be permitted to provide the instruction; there are no teaching certification requirements.</p> <p>While the decision of what curriculum to select is completely up to the parents, “Section 3 – Additional Information” provides examples of how to find sample curriculum resources.</p>
<b>Grade Level</b>	<p>Parents determine the grade level at which they plan to teach their child during the upcoming year. The LDE does not make assumptions or judgments about the grade level provided by the parent. In addition, retroactive changes to a student’s grade level are not allowed.</p>
<b>Applications</b>	<p>Parents must submit an initial application to the LDE to receive BESE Approval. Once initially approved, parents must submit a renewal application within 12 months. The approvals are valid for one year from the date of approval for the grade level indicated on the application. If a student transitions to a new grade level before the 12 month period ends, parents should submit a renewal application indicating the student’s current grade level.</p> <p>The LDE has designed a simple, user-friendly online application system to help parents easily submit this application. Using the online system allows the LDE to send you automatic e-mails confirming both: a) when you submit the application; and, b) when the LDE approves the application. The online system is available at: <a href="http://www.louisianabelieves.com/schools/home-study">http://www.louisianabelieves.com/schools/home-study</a>. Parents without internet access may still submit a paper application.</p> <p>See “Section 2 – Application Instructions” for more information.</p>

In addition to key responsibilities, the following table highlights key important information for families about BESE-Approved Home Study programs.

Topic	Topic Description:
<b>Compulsory Attendance</b>	<p>A child who participates in a BESE-Approved Home Study program is considered: a) in attendance at a day school; and b) compliant with state compulsory attendance laws.</p> <p>See “Appendix B – Laws and Policies” for more information.</p>
<b>Eligibility</b>	<p>To be eligible to participate in a home study program, a child must be eligible by Louisiana law to attend a Louisiana elementary or secondary school.</p>
<b>State Funding</b>	<p>Parents are responsible for all home study program related costs. No state funding is available for parents for home study programs.</p>
<b>Textbooks</b>	<p>Parents have the option to use a state-approved textbook from the local school system <u>if extra copies are available</u>. Local school systems may charge a deposit for each book borrowed, with that deposit being refunded when the book(s) is/are returned. Please note: parents are not required to use state-approved textbook along with their selected curriculum.</p> <p>See “Section 3 – Additional Information” for further information about how to borrow / purchase</p>

## BESE-Approved Home Study Program Guidelines: Section 1 – Home Study Program Overview

	textbooks.
<b>Students with Exceptionalities</b>	<p>BESE-Approved Home Study Programs do not qualify for services under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400, et seq., nor for modifications and/or accommodations under §504 of the Rehabilitation Act or the Americans with Disabilities Education Act. (Adopted by the SBES on November 15, 1984. Revised April 2002.)</p> <p>Before enrolling in the BESE-Approved Home Study Program or registering as a nonpublic school, not seeking state approval, parents who have children with exceptionalities’ should contact their local education agency to seek advice regarding the free and appropriate educational services that are designed to meet their child’s needs.</p> <p>See “Appendix B – Laws and Policies” for more information.</p>
<b>High School Diplomas</b>	<p>Diplomas from BESE-Approved Home Study programs have the same rights and privileges as those awarded to a BESE –Approved Nonpublic School.</p> <p>Parents create and issue the home study program diplomas; they are not awarded by BESE or the LDE. Therefore, a depiction, reproduction, or duplication of state seals or wording which implies from BESE or the LDE is unauthorized.</p> <p>All diplomas from BESE-Approved Home Study programs are recognized by all public secondary educational institutions, state departments, agencies, boards, and commissions and all other state/local government entities.</p> <p>See “Appendix C – Sample High School Diploma” for an example template that families use.</p>
<b>Taylor Opportunity Program for Students (TOPS)</b>	<p>To be eligible for the TOPS Scholarship program, students must be enrolled in a BESE-Approved Home Study program for both 11<sup>th</sup> and 12<sup>th</sup> grade. In addition, students must meet TOPS’ ACT requirements. If student previously attended a Louisiana public high school, a Louisiana nonpublic high school, or an approved non-Louisiana high school, the previously attended high school must certify the student was in good standing at the time the student last attended such school. Certification must be on the school’s letterhead and signed by the principal, headmaster, or appropriate personnel at the high school previously attended. Certification can also be obtained from the school board office. Please mail original document to LOSFA, Scholarship/Grant Division, P.O. Box 91202, Baton Rouge, LA 70821-9202.</p> <p>Please note that the Louisiana Office of Student Financial Assistance (LOSFA) – not the LDE – administer the TOPS program. Parents who are interested in more information about the TOPS program should contact the Louisiana Office of Student Financial Assistance at 800-259-5626, extension 1012. Or visit their website at <a href="http://www.osfa.la.gov">www.osfa.la.gov</a>.</p>
<b>State Tests and Assessments</b>	<p>State testing is <b>not</b> required for BESE-approved home study programs. However, a parent may schedule state testing (i.e., English Language Arts, Mathematics, Science, and Social Studies) for their child through the local school board’s testing administrator (See Appendix D for contact information). Administered tests shall correspond with the enrolled grade. It is the parents’ responsibility to make testing arrangements through the local school board office during the first part of January.</p> <p>A fee covering actual costs of administering, scoring, and reporting the results of the test of up to \$35 may be charged. For those students testing in order to enter the public school system, this fee shall be refunded upon the student’s enrollment in that public school system the semester immediately following the testing. The District Testing Coordinator shall provide test results to parents after the test results are sent to the public school.</p> <p>For more information, please visit: <a href="http://www.louisianabelieves.com/assessment/annual-assessments">http://www.louisianabelieves.com/assessment/annual-assessments</a></p>

**Application Overview:**

Families wishing to participate in a BESE-Approved Home Study program must complete and submit an application to the LDE. The LDE reviews these applications and grants BESE approval if the applications contain all of the required information and documentation.

Families must submit an initial application no later than 15 days after the beginning of the home study program. It is suggested, when possible, that families apply for home study before withdrawing from school. Families wishing to withdraw their students from a public school to pursue a BESE approved home study option may do so prior to receiving Louisiana Department of Education approval. A school cannot refuse to let a parent withdraw their child from public school, but if a child between the ages of 7 and 18 (unless the child has graduated) is not enrolled in a public or nonpublic school or is not participating in a BESE approved home study program for at least 180 days in the school year, then the parents of that child could be in violation of the Compulsory Attendance Law. Upon receipt of a home study approval letter, it is suggested, when possible, that families provide a copy to their prior school. In addition, all school districts are provided a copy of their district’s home study approval letters on a quarterly basis and can communicate with [sue.millican@la.gov](mailto:sue.millican@la.gov) if they require additional information.

Home study program applications are valid for one year from the approval date for the grade level indicated on the application. Once initially approved, families must submit a renewal application to maintain their child in a BESE-Approved Home Study program within 12 months from the approval date or when the student is ready to advance to the next grade level. The only difference between an Initial and Renewal Application is the required documentation families must provide. Families must submit complete applications with all required information and documentation to receive approval.

Families may submit a home study application either through an online system or mail. Completing the system online allows families to receive an automatic e-mail as verification that their application has been successfully submitted. Parents will receive an official Approval Verification letter once their application is approved. Parents submitting applications via mail should receive official approval letters within 1-3 weeks. NOTE: During peak periods from July through October, it may take up to a month to receive the approval verification letters due to the volume of applications received during this time.

**Both Initial and Renewal applications ask families to submit the following information:**

Section	Section Description:
<b>Student Information</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Date of Birth (Optional)</li> <li>• Age (Optional – paper application only)</li> <li>• Grade (Required)</li> <li>• School Year</li> </ul>
<b>Family Contact Information</b>	<ul style="list-style-type: none"> <li>• Name of Parent/Legal Guardian</li> <li>• Address</li> <li>• Parish or City School District in which the family resides</li> <li>• Telephone Number</li> <li>• E-mail address (optional – enhances communication with families)</li> </ul>
<b>Immunization Statement</b>	<p>Only for students who are 11 years old. Students who are 11 years old need to indicate one of three options that address their immunization status for the meningococcal disease:</p> <ol style="list-style-type: none"> <li>1) The student has proof of immunization against meningococcal disease;</li> <li>2) The student was not immunized against meningococcal disease for religious or other personal reasons; or,</li> <li>3) The student has a written statement from a physician stating that the immunization is contraindicated for medical reasons, including shortage of supply of vaccine.</li> </ol>

	No actual documentation of meningococcal immunization needs to be provided to the LDE.
<b>Disclosure of Information Statement</b>	This section reviews a parent or legal guardian’s rights regarding student educational records according to the Family Educational Rights and Privacy Act (FERPA). Families may also notify the department not to disclose directory information without prior written consent.

**Initial applications also required to include only the following documentation:**

Documentation	Documentation Description:
<b>Birth Certificate Copy</b>	Please submit a clear copy of the child’s birth certificate. Please do not submit an original birth certificate. The LDE is not responsible if the original birth certificate is lost or damaged.

**Renewal applications must submit documentation that provides satisfactory evidence that the home study program offered a sustained curriculum of quality at least equal to that offered by public schools at the same grade level.**

**Parents have three different options of the type of evidence they can provide. Parents only have to provide documentation for one of these options when they submit their renewal application.**

Documentation	Documentation Description:
<b>Option 1: Curriculum “Packet”</b>	<p>Families may submit a packet of materials which demonstrates that the home study program offered a sustained curriculum of quality at least equal to that offered by public schools at the same grade level.</p> <p>This packet of materials may include such documents as:</p> <ul style="list-style-type: none"> <li>a) A complete, but simple, outline of the subjects taught during the previous year;</li> <li>b) A complete, but simple, list of books and materials that were used;</li> <li>c) A statement from a 3<sup>rd</sup> party (e.g. relative, friend) observing the student’s progress;</li> <li>d) Copies of a small sampling of the student’s work from the previous year. Please send only 1-2 pages per core subject area taught (i.e. Math, English, Social Studies, Science); and,</li> <li>e) A report card and/or copies of standardized tests.</li> </ul> <p>Please only submit copies of these documents. Mailed documents may not be returned.</p>
<b>Option 2: Standardized Test Scores</b>	<p>Families may submit verification that the child has taken a standardized examination and scored at or above the grade level or the child has progressed at a rate equal to one grade level for each year in home study program.</p> <p>Standardized exams may include, but are not limited to, any of the following:</p> <ul style="list-style-type: none"> <li>a) iLEAP English Language Arts and Math tests for grades 3, 5, 6, 7, and 9;</li> <li>b) Louisiana LEAP for grades 4 and 8;</li> <li>c) End of Course Exams for grades 9-12;</li> <li>d) ACT;</li> <li>e) The California Achievement Test (CAT) or Stanford Test</li> <li>f) Iowa Test of Basic Skills (ITBS); or</li> <li>g) SAT (Scholastic Aptitude Test).</li> </ul>

<b>Option 3: Teacher Statement</b>	A statement from a teacher certified to teach at the child's grade level that the teacher has examined the program being offered and that, in their professional opinion, the child is being taught in accordance with a sustained curriculum of quality at least equal to that offered by public schools at the same grade level, in the case of children with mental or physical disabilities, at least equal to that offered by public schools to children with similar disabilities. Any such teacher evaluation provided for in this Subsection shall be subject to review and approval of the State Board of Education.
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**How to Submit a Home Study Application**

Families may submit their home study application by either: a) using the simple, user-friendly online system; or b) mailing a paper application and required documentation to the LDE.

Submitting an application via the online system has the following benefits:

- Receive an automatic e-mail confirming that you submitted the home study application
- Allows the LDE to receive and review your application in a more timely manner
- Receive an automatic e-mail with your official approval letter when the LDE approves the application
- To learn more about the new online system, please read the Frequently Asked Questions available on the LDE’s Home Study Website: <http://www.louisianabelieves.com/docs/school-choice/fag---new-online-system-for-home-study-and-registered-nonpublic-schools.pdf?sfvrsn=2>

*The following table explains step by step instructions on how to submit an application via online or mail.*

Application	Application Instructions:
<b>Option 1: Use the New Online System</b>	<ol style="list-style-type: none"> <li>1) Go to the Home Study section of the LDE’s website [<a href="http://www.louisianabelieves.com">www.louisianabelieves.com</a>]</li> <li>2) Click on the link that says: “Click here to submit a home study application online”</li> <li>3) Complete the online application form. This online application form asks for the same information previously requested in the paper-application. One question will ask you to upload any required documentation.</li> <li>4) Provide your e-mail address (while optional, this allows the LDE to easily communicate with you – see step 6)</li> <li>5) At the end of the application, click “Submit”</li> <li>6) If you provided your e-mail address, you will receive an automatic e-mail confirming that you properly submitted a home study application.</li> </ol> <p>The LDE will then review your application and uploaded documentation and either approve the application or follow up with any additional questions. If you provided your e-mail address, you will receive an e-mail with your official approval letter attached the second the LDE approves your application. If you did not provide your e-mail address, the LDE will mail you the official approval letter.</p>
<b>Option 2: Submit via mail</b>	<ol style="list-style-type: none"> <li>1) Complete the paper application found at the end of these guidelines in the Appendix</li> <li>2) Make copies of all of the required documentation</li> <li>3) Mail the completed application and required documentation to: ATTN: BESE-Approved Home Study Program Louisiana Department of Education P.O. Box 94064 Baton Rouge, LA 70804</li> <li>4) The LDE will review your application and attached documentation and either approve the application or follow up with additional questions.</li> <li>5) Once approved, the LDE will mail you an official approval letter. This letter should be received within 1-3 weeks of approval.</li> </ol>

The following table provides further information on various topics related to BESE-Approved Home Study programs.

Topic	Topic Description:
<p><b>How to Participate in Interscholastic Athletics</b></p>	<p>A home study student may be allowed to participate in interscholastic athletic activities at a public or at a state-approved nonpublic high school that is also a member of the Louisiana High School Athletic Association. Participation at a public school is based solely on the approval of the school principal. Participation at a non-public school is at the sole discretion of the governing authority of such school.</p> <p>For more information on the Louisiana High School Athletic Association, please visit: <a href="http://lhsaa.org/">http://lhsaa.org/</a>.</p>
<p><b>How to Borrow / Purchase Textbooks</b></p>	<p>Parents who have been approved by BESE to provide a home study program to their children and who wish to inquire about state-approved textbooks for their student(s) have these options:</p> <p>To borrow textbooks:</p> <ul style="list-style-type: none"> <li>• Contact the administrator at your local public school and request to borrow or checkout one set of books for each student at the appropriate grade level. Be prepared to present a copy of your approval for home study and to pay a deposit on the books.</li> <li>• Contact the textbook or curriculum supervisor at the local school board office and request to borrow or checkout one set of books for each student at the appropriate grade level. Be prepared to present a copy of your approval for home study and to pay a deposit on the books.</li> </ul> <p>To purchase textbooks:</p> <ul style="list-style-type: none"> <li>• Contact School Book Supply Company of Louisiana (SBSCL) at 225-647-0717, toll-free at 1-800-272-3055, or at <a href="http://www.schoolbook-la.com">www.schoolbook-la.com</a>. Before contacting SBSCL, be sure you know the title of each book you wish to purchase, the grade level, the subject area, and the publisher. You will need to secure this information from the most recent public school your child attended or the local school board office.</li> <li>• Note: Teacher’s Editions are not available for purchase by individuals.</li> </ul> <p>For more information on textbooks, please visit: <a href="http://www.louisianabelieves.com/academics/ONLINE-INSTRUCTIONAL-MATERIALS-REVIEWS">http://www.louisianabelieves.com/academics/ONLINE-INSTRUCTIONAL-MATERIALS-REVIEWS</a></p>
<p><b>How to Find Sample Curriculum Resources</b></p>	<p>Parents have complete control in selecting the curriculum for their child’s home study program.</p> <p>To help parents meet this obligation, the LDE provides numerous free resources on its website that can be used for curriculum development and as measure of program comparability: <a href="http://www.louisianabelieves.com/resources/library/academic-curriculum">http://www.louisianabelieves.com/resources/library/academic-curriculum</a>.</p> <p>In addition, the LDE is currently in the process of adopting the Common Core State Standards in English language arts and math. These new academic standards are based on research and were developed collaboratively by a coalition of teachers, school leaders and education experts from Louisiana and 45 states.</p> <p>To learn more about the Common Core State Standards, please visit: <a href="http://www.louisianabelieves.com/academics/common-core-state-standards">http://www.louisianabelieves.com/academics/common-core-state-standards</a>.</p> <p>In addition to the above sample resources, parents may choose to instead use curriculum provided by other resources. Please note that the LDE does not maintain a list of approved home study curriculum programs nor recommend the use of one particular program or strategy or the other.</p> <p>Parents who are new to the process may want to start with an internet search using keywords such as home study program, home school, or distance learning. Parents can select a program that best fits the goals they have set for their own child (ren). Generally, accredited private programs purchased by the parent will include all the necessary instructional resources (e.g., textbooks with the teacher’s</p>

	<p>edition, workbooks, lesson plans, tests, answer keys, etc.). In these cases, the use of additional curriculum and textbooks from the public school district would not be recommended.</p>
<p><b>How to be Admitted (or Readmitted) Into a School System</b></p>	<p>Parents who choose to enter their children in nonpublic or public schools after having been enrolled in a BESE-Approved Home Study Program are responsible for all educational documentation and/or verification required by the local school system. Students entering a school system must comply with all school or district requirements.</p> <p>The local public school system is required to have a written policy included in its Pupil Progression Plan for the admission or readmission of home study students to the public schools. Contact the nonpublic school or the child welfare and attendance supervisor at the local school board office for the procedures outlined in the Pupil Progression Plan.</p> <p>Administrators responsible for the BESE-Approved Home Study Program located at the Louisiana Department of Education will not offer an opinion as to the student's grade level, achievement level, or appropriate academic placement. In addition, a receiving nonpublic school or local school system must conduct testing or evaluation of the student(s) to determine the student's proper grade level or Carnegie credits.</p> <p>For students testing in order to enter the public school system, testing fees shall be refunded upon the student's enrollment in that public school system the semester immediately following the testing.</p>
<p><b>How to Take the HiSET</b></p>	<p>The HiSET - <a href="http://hiset.ets.org/">http://hiset.ets.org/</a> is available for students below the age of eighteen and beyond sixteen years of age who seek to exit their home study program. Parents must complete the age waiver request form and verify that the child meets one of the allowable criteria found in Bulletin 741 Section 1103 to exit school and have it approved by the local school district before enrolling at a LCTCS approved adult education program. Parents must submit an approved age waiver to the adult education or vocational education site director at a site that is approved through the Louisiana Community and Technical College System, Office of the WorkReadyU.</p> <p>For more information, please visit the HiSET link mentioned above.</p> <p>Adults seeking a high school diploma should contact the Louisiana Community and Technical College System's Adult Education/WorkReady U Office at 225-922-2800, or online at: <a href="http://www.lctcs.edu/">http://www.lctcs.edu/</a>.</p> <p>The GED previously was the test used to qualify for a High School Equivalency Diploma in Louisiana. A High School Equivalency Diploma is now based upon passing the HiSET Test.</p>



Law/Policy	Law/Policy Description:
<p><b>Compulsory Attendance Laws</b></p>	<p>Every parent, guardian or other person having custody or control of a child between the ages of seven and eighteen has the primary responsibility of ensuring that the child regularly attends school. Louisiana law provides for parent, state, and school district responsibilities' regarding compulsory attendance laws:</p> <ul style="list-style-type: none"> <li>• R.S. 17:221. A.1-4. School attendance, compulsory ages, and duty of parents: <a href="http://www.legis.state.la.us/lss/lss.asp?doc=80276">http://www.legis.state.la.us/lss/lss.asp?doc=80276</a>;</li> <li>• R.S. 17:230. Powers and duties of visiting teachers, or supervisors of child welfare and attendance: <a href="http://www.legis.state.la.us/lss/lss.asp?doc=80322">http://www.legis.state.la.us/lss/lss.asp?doc=80322</a>; and</li> <li>• R.S. 17:232.C. and D. Attendance records, principals' and teachers' duty to furnish; penalty for violation; pupil absence upon own authority prohibited; notice <a href="http://www.legis.state.la.us/lss/lss.asp?doc=80324">http://www.legis.state.la.us/lss/lss.asp?doc=80324</a>.</li> </ul>
<p><b>Special Education Laws</b></p>	<p>State Regulations for Implementation of the Children with Exceptionalities Act regarding students with disabilities stipulate that the Louisiana State Board of Elementary and Secondary Education shall be responsible for the assurance of a free and appropriate public education to all students residing in the state.</p> <p>Furthermore, a free and appropriate public education shall be available to all students residing in the state between the ages of 3 and 21, inclusive, including students with disabilities who have been suspended or expelled from school as provided for in §530.D.</p> <p>For additional information regarding Education of Students with Exceptionalities, you may review <i>Bulletin 1706; §101—Regulations for Implementation of the Children with Exceptionalities Act</i> at:</p> <p><a href="http://www.doa.louisiana.gov/osr/lac/28v43/28v43.doc">http://www.doa.louisiana.gov/osr/lac/28v43/28v43.doc</a></p> <p>Likewise, according to Educational Opportunities for Students with Exceptionalities' statement of policy, it is and shall be the duty of state and local educational agencies of the State of Louisiana to provide a free and appropriate public education in the least restrictive environment to every student with an exceptionality, ages three through twenty-one, who is a resident therein. See <i>R.S. 17:1941 et seq Chapter 8. Education of Students with Exceptionalities Part I. Educational Opportunities for Students with Exceptionalities</i> at:</p> <p><a href="http://www.legis.state.la.us/lss/lss.asp?doc=80045">http://www.legis.state.la.us/lss/lss.asp?doc=80045</a></p> <p>However, SBESE-Approved Home Study Programs do not qualify for services under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400, et seq., nor do such programs qualify for modifications and/or accommodations under §504 of the Rehabilitation Act or the Americans with Disabilities Education Act. (Adopted by the SBESE on November 15, 1984. Revised April 2002.)</p> <p>Caution - Before enrolling in the SBESE-Approved Home Study Program or registering as a nonpublic school, not seeking state approval, parents who have children with exceptionalities' should contact their local education agency to seek advice regarding the free and appropriate educational services that are designed to meet their child's needs.</p> <p>For additional information regarding educating students with exceptionalities, please visit the</p>

	<p>Students with Disabilities section of the LDE’s website: <a href="http://www.louisianabelieves.com/academics/students-with-disabilities">http://www.louisianabelieves.com/academics/students-with-disabilities</a></p>
<b>Due Process Policies</b>	<p>The due process procedures for resolution of disagreements at the local level pertaining to the application and reauthorization of the home study plan shall follow the procedures established by the BESE in Bulletin 741: Louisiana Handbook for School Administrators</p>
<b>Privacy Statement Policies and Laws</b>	<p>Disclosure of information in students’ education records is restricted in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g. However, pursuant to FERPA, a student’s parent or legal guardian may inspect the student’s education records. FERPA also allows a student’s parent or legal guardian to request that an educational agency amend the student’s education records if the records contain information that is inaccurate, misleading or an invasion of privacy.</p> <p>20 USC §1232g (a) (5) (A): "Directory information" relating to a student is released as public record and includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.</p> <p>20 USC §1232g (a) (5) (B): Parents should inform the State Board of Elementary and Secondary Education, at the time their Home Study application (new or renewal) is submitted, of any or all of the information designated as “directory information” in the above paragraph that should not be released without their prior consent.</p>

The LDE recommends that a diploma from your home study program provide the name of your program and a statement that certifies completion in accordance with laws established by the State of Louisiana. A seal with the home study program name may be affixed, but is not required.

For those not obtaining a diploma from a nationally-accredited home study program, below is a recommended sample diploma:

***Name of Home Study Program***  
***High School Diploma***  
*This Certifies That*

*Name of Student*

*has completed a home study program approved by the State Board of Elementary and Secondary Education in accordance with laws established by the State of Louisiana and is hereby awarded this diploma as evidence of graduation from Name of Home Study Program*

*Given this \_\_\_\_ day of \_\_\_\_ A.D. 20 \_\_\_\_*

*Approval Signature(s)*

Please be aware that home study program diplomas **are not** awarded by the State Board of Elementary and Secondary Education or by the Louisiana Department of Education. Therefore, depiction, reproduction, or duplication of state seals or wording which implies implementation of the prescribed course of study required for public schools is unauthorized.

District/Parish	Street Address	City/ Zip Code	Telephone	Fax Number
Acadia	2402 N. Parkerson Ave.	Crowley, LA 70526	(337) 783-3664	(337) 783-3761
Allen	1111 West Seventh Ave.	Oberlin, LA 70655	(337) 639-4311	(337) 639-2346
Ascension	1100 Webster Street	Donaldsonville, LA 70346	(225) 473-7981	(225) 473-8058
Assumption	4901 Highway 308	Napoleonville, LA 70390	(985) 369-7251	(985) 369-2530
Avoyelles	221 Tunica Drive West	Marksville, LA 71351	(318) 253-5982	(318) 253-5178
Beauregard	202 West Third Street	DeRidder, LA 70634	(337) 463-5551	(337) 463-6735
Bienville	1956 First Street	Arcadia, LA 71001	(318) 263-9416	(318) 263-3100
Bossier	316 Sibley Street	Benton, LA 71006	(318) 549-5000	(318) 549-5044
Caddo	1961 Midway	Shreveport, LA 71108	(318) 603-6300	(318) 631-5241
Calcasieu	3310 Broad St.	Lake Charles, LA 70615	(337) 217-4010	(337) 217-4051
Caldwell	219 Main Street	Columbia, LA 71418	(318) 649-2689	(318) 649-0636
Cameron	510 Marshall Street	Cameron, LA 70631	(337) 775-5784	(337) 775-5097
Catahoula	200 Bushley Street	Harrisonburg, LA 71340	(318) 744-5727	(318) 744-9221
Claiborne	415 East Main Street	Homer, LA 71040	(318) 927-3502	(318) 927-9184
Concordia	4358 Highway 84 West	Vidalia, LA 71373	(318) 336-4226	(318) 336-5875
DeSoto	201 Crosby Street	Mansfield, LA 71052	(318) 872-2836	(318) 872-1324
East Baton Rouge	1050 S. Foster Drive	Baton Rouge, LA 70806	(225) 922-5400	(225) 922-5499
East Carroll	514 Third Street	Lake Providence, LA 71254	(318) 559-2222	(318) 559-3864
East Feliciana	12732 Silliman Street	Clinton, LA 70722-0397	(225) 683-8277	(225) 683-3320
Evangeline	1123 Te Mamou Road	Ville Platte, LA 70586	(337) 363-6651	(337) 363-8086
Franklin	7293 Prairie Road	Winnsboro, LA 71295	(318) 435-9046	(318) 435-3392
Grant	512 Main Street	Colfax, LA 71417	(318) 627-3274	(318) 627-5931
Iberia	1500 Jane Street	New Iberia, LA 70560	(337) 365-2341	(337) 365-6996
Iberville	58030 Plaquemine St.	Plaquemine, LA 70764	(225) 687-4341	(225) 687-5408
Jackson	315 Pershing Highway	Jonesboro, LA 71251	(318) 259-4456	(318) 259-2527
Jefferson	1901 Manhattan, Suite	Harvey, LA 70058	(504) 349-7600	(504) 349-7960
Jefferson Davis	203 E. Plaquemine St.	Jennings, LA 70546	(337) 824-1834	(337) 824-9737
Lafayette	113 Chaplin Drive	Lafayette, LA 70508	(337) 521-7000	(337) 233-0977
Lafourche	805 East 7th Street	Thibodaux, LA 70301	(985) 446-5631	(985) 446-0801
LaSalle	3012 N. First Street	Jena, LA 71342	(318) 992-2161	(318) 992-8457
Lincoln	410 S. Farmerville St.	Ruston, LA 71270	(318) 255-1430	(318) 255-3203
Livingston	13909 Florida Blvd.	Livingston, LA 70754	(225) 686-7044	(225) 686-3052
Madison	301 South Chestnut St.	Tallulah, LA 71282	(318) 574-3616	(318) 574-9375
Morehouse	714 South Washington	Bastrop, LA 71220	(318) 281-5784	(318) 283-3456
Natchitoches	310 Royal Street	Natchitoches, LA 71457	(318) 352-2358	(318) 352-8138
Orleans	3520 General DeGaulle	New Orleans, LA 70114	(504) 304.5660	(504) 309-2865
Ouachita	100 Bry Street	Monroe, LA 71201	(318)-432-5000	(318) 432-5320

District/Parish	Street Address	City/ Zip Code	Telephone	Fax Number
Plaquemines	537 F.Edward Hebert	Belle Chasse, LA 70037	(504) 392-4970	(504) 392-4973
Pointe Coupee	337 Napoleon St.	New Roads, LA 70760	(225) 638-8674	(225) 638-3904
Rapides	619 Sixth Street	Alexandria, LA 71301	(318) 487-0888	(318) 449-3167
Red River	1922 Alonzo Street	Coushatta, LA 71019	(318) 932-4081	(318) 932-3081
Richland	411 Foster Street	Rayville, LA 71269	(318) 728-5964	(318) 728-6366
Sabine	695 Peterson Street	Many, LA 71449	(318) 256-9228	(318) 256-0105
St. Bernard	200 E. St. Bernard Hwy.	Chalmette, LA 70043	(504) 301-2000	(504) 301-2010
St. Charles	13855 River Road	Luling, LA 70070	(985) 785-6289	(985) 785-1025
St. Helena	354 Sitman Street	Greensburg, LA 70441	(225) 222-6861	(225) 222-4937
St. James	1876 West Main Street	Lutcher, LA 70071	(225) 258-4501	(225) 869-8845
St. John the Baptist	118 West 10th Street	Reserve, LA 70084	(985) 536-1106	(985) 536-1109
St. Landry	1013 Creswell Lane	Opelousas, LA 70570	(337) 948-3657	(337) 942-0204
St. Martin	305 Washington Street	St. Martinville, LA 70582	(337) 394-6261	(337) 394-6387
St. Mary	474 Highway 317	Centerville, LA 70522	(337) 836-9661	(337) 836-5461
St. Tammany	321 N. Theard St.	Covington, LA 70433	(985) 892-2276	(985) 898-3267
Tangipahoa	59656 Puleston Road	Amite, LA 70422	(985) 748-7153	(985) 748-8587
Tensas	504 Plank Road	St. Joseph, LA 71366	(318) 766-3269	(318) 766-3634
Terrebonne	201 Stadium Drive	Houma, LA 70360	(985) 876-7400	(985) 872-0054
Union	1202 Marion Highway-	Farmerville, LA 71241	(318) 368-9715	(318) 368-3311
Vermilion	220 South Jefferson	Abbeville, LA 70510	(337) 893-3973	(337) 898-0939
Vernon	201 Belview Road	Leesville, LA 71446	(337) 239-3401	(337) 238-5777
Washington	800 Main Street	Franklinton, LA 70438	(985) 839-3436	(985) 839-5464
Webster	1442 Sheppard Street	Minden, LA 71055	(318) 377-7052	(318) 377-4114
West Baton Rouge	3761 Rosedale Road	Port Allen, LA 70767	(225) 343-8309	(225) 387-2101
West Carroll	314 East Main Street	Oak Grove, LA 71263	(318) 428-2378	(318) 428-3775
West Feliciana	4727 Fidelity Street	St. Francisville, LA 70775	(225) 635-3891	(225) 635-0108
Winn	304 East Court Street	Winnfield, LA 71483	(318) 628-6936	(318) 628-2582
Central Community	13421 Hooper Road, #6	Baton Rouge, LA 70818	(225) 262-1919	(225) 262-1989
City of Monroe	2101 Roselawn Avenue	Monroe, LA 71201	(318) 325-0601	(318) 323-2864
City of Bogalusa	1705 Sullivan Drive	Bogalusa, LA 70427	(985) 735-1392	(985) 735-8828
Zachary Community	4656 Main Street	Zachary, LA 70791	(225) 658-4969	(225) 658-5261
City of Baker	3033 B Ray Weiland	Baker 70714	(225) 774-5795	(225) 774-5797
Recovery School	1641 Poland Ave.	New Orleans, LA 70117	(504) 373-6200	(504) 309-3647
Special School	2888 Brightside Lane	Baton Rouge, LA 70821	(225) 763-5539	(225) 763-5541

Pursuant to [LA R.S. 32:431.1](#), Louisiana students enrolled in a BESE-approved home study program must certify that they meet required school attendance for the purposes of obtaining a driver’s license or a learner’s permit.

To certify the required attendance, please keep a copy of the official approval letter sent to you upon approval of the BESE-approved home study program. If you applied using the online system, then this official approval letter will be sent to the e-mail provided in the application.

You must use this official approval letter as documentation of required school attendance to the Department of Motor Vehicles for the purpose of obtaining a driver’s license or learner’s permit.

For more information regarding driver’s license or learner’s permit requirements, please contact your [local Department of Motor Vehicles Office](#).