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**INTRODUCTION AND PURPOSE**

These guidelines provide valuable information to families wishing to start their own [Board of Elementary and Secondary Education \(BESE\) Approved Home Study Program](#) for their own children. The [Louisiana Department of Education \(LDOE\)](#) provides a similar handbook for families interested in educating their children through a [Nonpublic School Not Seeking State Approval](#).

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

Section	Section Description
<a href="#">Section I: BESE Approved Home Study Program Overview</a>	Highlights the key responsibilities and information for families participating in a BESE Approved Home Study program.
<a href="#">Section II: Application Instructions</a>	Informs parents about both: a) information requested for initial and renewal applications; and, b) how to submit an application using the online application system or mail.
<a href="#">Section III: Additional Information</a>	Provides information to families on a variety of topics like <a href="#">How to Participate in Interscholastic Activities</a> and <a href="#">How to Find Sample Curriculum Resources</a> .
<a href="#">Appendix</a>	Contains supplemental resources for families to use for their BESE Approved Home Study program. Resources include a sample high school diploma template and the Approved Home Study paper application.

If you have questions about starting a BESE Approved Home Study Program, please contact the LDOE’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 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.

I. BESE APPROVED HOME STUDY PROGRAM OVERVIEW

**CURRICULUM, GRADE LEVEL, AND APPLICATIONS**

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 curriculum to teach their child; b) determining the child’s grade placement; and c) submitting [initial and renewal home study applications](#) to the LDOE for approval.

Key Responsibility	Responsibility Description
<p><b>Curriculum</b></p>	<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, <a href="#">Section III: Additional Information</a> provides examples of how to find sample curriculum resources.</p>
<p><b>Grade Level</b></p>	<p>Parents determine the grade level at which they plan to teach their child during the upcoming year. The LDOE 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>
<p><b>Applications</b></p>	<p>Parents must submit an initial application to the LDOE to receive BESE Approval. Once initially approved, parents must submit a renewal application by the first of October of the school year, or within 12 months of approval of the initial application, whichever is later. 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 LDOE has designed an online application system to help parents submit their application. The online system allows the LDOE to send automatic emails confirming both: a) when an application is submitted; and, b) when the LDOE approves the application.</p> <p>The online system is available at: <a href="https://webapps.doe.louisiana.gov/publicapps/homestudy_app/homestudy_app.aspx">https://webapps.doe.louisiana.gov/publicapps/homestudy_app/homestudy_app.aspx</a>.</p> <p><b>In limited/hardship circumstances, parents may submit a paper application.</b> <a href="#">See Section II: Application Instructions</a> for more information.</p>

**COMPULSORY ATTENDANCE, ELIGIBILITY, STATE FUNDING, TEXTBOOKS, STUDENTS WITH EXCEPTIONALITIES, AND HIGH SCHOOL DIPLOMAS**

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

Topic	Topic Description
<p><b>Compulsory Attendance</b></p>	<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 <a href="#">Appendix B: Laws and Policies</a> for more information.</p>
<p><b>Eligibility</b></p>	<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>
<p><b>State Funding</b></p>	<p>Parents are responsible for all Approved Home Study Program related costs. No state funding is available for parents who have students in an Approved Home Study Program.</p>
<p><b>Textbooks</b></p>	<p>Parents have the option to use a state-approved textbook from the local school system <b>if extra copies are available</b>. Local school systems may charge a deposit for each book borrowed, with that deposit being refunded when the book(s) is/are returned.</p> <p>Please note: Parents are not required to use state approved textbooks along with their selected curriculum.</p> <p>See <a href="#">Section III: Additional Information</a> for more information about how to borrow/purchase textbooks.</p>
<p><b>Students with Exceptionalities</b></p>	<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 BESE on November 15, 1984. Revised April 2002.)</p> <p>Before enrolling in the BESE-Approved Home Study Program, parents who have children with exceptionalities should contact their local education agency for information regarding the free and appropriate educational services available.</p> <p>See <a href="#">Appendix B: Laws and Policies</a> for more information.</p>
<p><b>High School Diplomas</b></p>	<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 diplomas for an Approved Home Study Program; they are not awarded by BESE or the LDOE. Therefore, a depiction, reproduction, or duplication of state seals or wording which implies from BESE or the LDOE 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 <a href="#">Appendix C: Sample High School Diploma</a> for an example template that families use.</p>

**TAYLOR OPPORTUNITY PROGRAM FOR STUDENTS (TOPS) AND STATE TESTS AND ASSESSMENTS**

Topic	Topic Description
<p><b>Taylor Opportunity Program for Students (TOPS)</b></p>	<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 a 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 that 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 documents to: LOSFA, Scholarship/Grant Division, P.O. Box 91202, Baton Rouge, LA 70821- 9202. For additional information regarding the TOPS Scholarship program for home study students, see LOSFA's <a href="#">TOPS Q&amp;A</a>.</p> <p>Please note that the Louisiana Office of Student Financial Assistance (LOSFA) – not the LDOE – administers the TOPS program.</p> <p>Parents who are interested in more information about the TOPS program should contact the <a href="#">Louisiana Office of Student Financial Assistance</a> at 800-259-5626, extension 1012.</p>
<p><b>State Tests and Assessments</b></p>	<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 <a href="#">Appendix D: Local School Board Office Contact Information</a>). 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="https://www.louisianabelieves.com/measuringresults">https://www.louisianabelieves.com/measuringresults</a></p>

## II. APPLICATION INSTRUCTIONS

### APPLICATION OVERVIEW

Families wishing to participate in a BESE Approved Home Study program must complete and submit an application to the LDOE. The LDOE 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 5 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, in compliance with [R.S. 17:3913](#), all school districts are provided a copy of their district's home study approval letters monthly. If additional information is needed, schools can email [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov)

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 an Approved Home Study program by the first of October of the school year, or within 12 months of approval of the initial application, whichever is later, or when the student is ready to advance to the next grade level. Families must submit complete applications with all required information and documentation to receive approval.

Families must submit a home study application through the online system. Completing the application through this system allows families to receive an automatic email as verification that the application has been successfully submitted. It also will allow families to track the progress of their application, edit their application during the pre-approval process, reprint approval letters, apply for a renewal more easily, and receive other pertinent alerts and notifications\*. Parents will receive an official Approval Verification letter once their application is approved within 1-2 weeks. If the application is rejected/denied, the LDOE will follow up with additional questions/next steps within 1-2 weeks via the online system\*.

In limited circumstances, parents may submit a paper application for a BESE Approved Home Study Program if they are unable to access the online application or do not have internet access. Parents submitting applications via mail should receive official approval letters within 2-3 weeks. If the application is rejected/denied, the LDOE will follow up via postal mail with additional questions/next steps within 2-3 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. However in most cases, online applications are able to be processed at a faster rate than mailed-in paper applications.

*\* Added features of new EdLink Home Study Online System effective Fall 2023*

**APPLICATION REQUIRED INFORMATION**

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>● Grade level</li> <li>● Date of birth</li> </ul>
<b>Family Contact Information</b>	<ul style="list-style-type: none"> <li>● Name of parent/legal guardian</li> <li>● Telephone number</li> <li>● E-mail address (optional – enhances communication with families)</li> <li>● Address (physical and mailing address)</li> <li>● Parish or City/Community School District</li> </ul>
<b>School Information</b>	<ul style="list-style-type: none"> <li>● Type of school previously attended               <ul style="list-style-type: none"> <li>○ BESE approved/Approved Home Study (i.e. district public school, public charter school, private/nonpublic school)</li> <li>○ Not BESE approved (i.e. Nonpublic School Not Seeking State Approval)</li> <li>○ Out of state</li> </ul> </li> <li>● Name of school previously attended</li> <li>● Address</li> <li>● Telephone number</li> <li>● Parish/School district</li> </ul>
<b>Immunization Statement</b>	<p>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. No documentation of meningococcal immunization needs to be provided to the LDOE.</li> </ol>
<b>Assurance Statement</b>	<p>The person completing the application acknowledges:</p> <ul style="list-style-type: none"> <li>● he/she/they are the parent(s) or legal guardian(s) of the child</li> <li>● the information provided in the application is true and correct</li> <li>● he/she/they have read and agree to comply with all requirements of the Home Study program as outlined in <a href="#">R.S. 17:236:1</a></li> </ul>

**INITIAL APPLICATION REQUIRED DOCUMENTATION**

Initial applications also require the following documentation:

Documentation	Documentation Description:
<p><b>Birth Certificate Copy</b></p>	<p>Please upload a clear <b>certified copy</b> of the child’s birth certificate to the online application system.</p> <p>If submitting the application via mail, please <b>do not</b> send an original birth certificate. The LDOE is not responsible if the original birth certificate is lost or damaged.</p>



**RENEWAL APPLICATION REQUIRED DOCUMENTATION**

For renewals, 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 must be submitted to the LDOE.

Parents have three options for 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:
<p><b>Option 1: Curriculum “Packet”</b></p>	<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.</li> </ul> <p style="text-align: center;"><b>Please send only 1-2 pages per core subject area taught (i.e. Math, English, Social Studies, Science);</b></p> <ul style="list-style-type: none"> <li>E. A report card and/or copies of standardized tests.</li> </ul> <p>Please submit copies of these documents. Mailed documents may not be returned.</p>
<p><b>Option 2: Standardized Test Scores</b></p>	<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 the 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);</li> <li>G. or SAT (Scholastic Aptitude Test).</li> </ul>
<p><b>Option 3: Teacher Statement</b></p>	<p>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, and/or in the case of children with mental or physical disabilities, a curriculum 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.</p>

## SUBMITTING AN APPLICATION: ONLINE AND MAIL-IN

### How to Submit a Home Study Application

Families may submit their home study application in two ways:

1. using the [online system](#); or
2. mailing a paper application and required documentation to the LDOE - **ONLY in the case of limited circumstances/hardships** (i.e. unable to access the online application or do not have internet access).

Submitting an application online has the following benefits:

- Easily submit a home study application
- Receive automatic emails once the online form is completed
- Experience a reduction in wait-time for application status updates
- Receive an emailed approval letter the moment LDOE approves the application
- Track the progress of the application\*
- Edit the application during the pre-approval process\*
- Reprint approval letters\*
- Apply for a renewal more easily\*
- Receive pertinent alerts and notifications\*

*\* Added features of new EdLink Home Study Online System effective Fall 2023*

To learn more about how to submit an application using the online system, please review the [Frequently Asked Questions](#) on the LDOE's Home Study website.

### Submitting Online Applications:

1. Go to the [Home Study](#) section of the LDOE's website.
2. Click on the link that says: "Click here to submit a home study application online".
3. Complete the online application form.
  - a. This form asks for the same information requested in the paper application.
  - b. Provide your email address; while optional, this allows the LDOE to communicate with families (see step 5).
  - c. One question will ask you to upload any required documentation. See [Section II: Application Instructions](#).
4. At the end of the application, click "Submit".
5. If an email address was provided, an automatic email will be sent confirming the successful submission of the home study application.
  - a. The LDOE will review the application and any uploaded documentation and either approve the application or deny the application and follow up with additional questions/next steps.
  - b. If an email was provided, the official approval letter will be sent via email the moment the LDOE approves the application.
  - c. If an email was not provided, the LDOE will mail the official approval letter to the address provided in the application.

### Submitting Paper Applications:

1. Complete the paper application. See [Appendix A: Home Study Paper Application](#).
2. Attach certified **copies** of all of the required documentation. See [Section II: Application Instructions](#).
3. Mail the completed application and required documentation to:

ATTN: Approved Home Study Program  
Louisiana Department of Education  
P.O. Box 94064  
Baton Rouge, LA 70804

**III. ADDITIONAL INFORMATION**

**INTERSCHOLASTIC ATHLETICS, BORROW/PURCHASE TEXTBOOKS, SAMPLE CURRICULUM RESOURCES**

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 check out 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 check out 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>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. To help parents meet this obligation, the LDOE provides numerous free resources on its website that can be used for curriculum development and as measure of program comparability. You can find the LDOE’s library of academic standards here: <a href="https://www.louisianabelieves.com/resources/library/academic-standards">https://www.louisianabelieves.com/resources/library/academic-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 LDOE 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. Generally, accredited private programs purchased by the parent will include all the necessary instructional resources (e.g., textbooks with the teacher’s edition, workbook, 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>

**ADMITTANCE/READMITTANCE INTO A SCHOOL SYSTEM HISET EXAM**

Topic	Topic Description:
<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 child welfare and attendance supervisor at the local school board office for the procedures outlined in the Pupil Progression Plan. For admission or readmission procedures to a nonpublic school, contact the nonpublic school directly.</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 or public school, i.e. 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 (if applicable)</b></p>	<p>Students who wish to earn a diploma from their BESE Approved Home Study program are not required to take the HiSET.</p> <p>The HiSET 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 Louisiana Community and Technical College System 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 <a href="#">Louisiana Community and Technical College System</a>, Office of the WorkReadyU.</p> <p>For more information, please visit <a href="http://hiset.ets.org/">http://hiset.ets.org/</a>.</p> <p>Adults seeking a high school diploma should contact the <a href="#">Louisiana Community and Technical College System's Adult Education/WorkReady U Office</a> at 225-922-2800, or online at: <a href="http://www.lctcs.edu/">http://www.lctcs.edu/</a>.</p> <p>Previously, the GED 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>

APPENDIX

APPENDIX A: HOME STUDY PAPER APPLICATION

Families must submit a home study application through the [online system](#). In limited circumstances, parents may submit a paper application for a BESE Approved Home Study Program if they are unable to access the online application or do not have internet access.

Louisiana State Board of Elementary and Secondary Education  
**HOME STUDY PROGRAM APPLICATION**  
 In Accordance with R.S. 17:236, and 17:236.1.  
 Valid for One Year from Approval Date for the Indicated Grade Level

**Section 1: Student Information**

For each student listed, please check whether registration is **INITIAL** or **RENEWAL**

FIRST/MIDDLE/LAST NAME and SUFFIX (if applicable)	GRADE LEVEL (REQUIRED)	DATE OF BIRTH (REQUIRED)	INITIAL APPLICANT <b>MUST ATTACH</b> Certified Copy of Birth Certificate	RENEWAL APPLICANT <b>MUST ATTACH</b> Packet, Test Scores, or Letter from Certified Teacher

**FAILURE TO ENCLOSE THE REQUIRED DOCUMENTATION WILL SLOW DOWN APPROVAL PROCESS AND APPLICATION WILL BE RETURNED**

**Section 2: Parent/Legal Guardian Contact Information**

\_\_\_\_\_  
Name of Parent/Legal Guardian

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address (Optional) *Provide an email address if you prefer to receive your official approval letter via email instead of by mail.*

\_\_\_\_\_  
Physical Address (City, State, Zip Code)

\_\_\_\_\_  
Parish/County

\_\_\_\_\_  
Mailing Address - *If different than above* (City, State, Zip Code)

\_\_\_\_\_  
Parish/County

**Section 3: School Information**

The Louisiana Department of Education collects information about previous attendance to ensure school systems and districts are reporting accurate information. Please indicate where your student was previously enrolled prior to applying for the Home Study Program.

- My student previously attended a BESE approved school (i.e. district public school, public charter school, private/nonpublic school)
- My student previously attended a BESE Approved Home Study
- My student has not previously attended a BESE approved school (i.e. Nonpublic School Not Seeking State Approval)
- My student attended school in another state

\_\_\_\_\_  
Name of Previous School

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parish/School District

\_\_\_\_\_  
Physical Address (City, State, Zip Code)

**Section 4: Required Documentation**

- Initial Application - Birth Certificate
- Renewal Application - Packet, Test Scores, or Letter from Certified Teacher

**Section 5: Immunization Assurance Statements**

**If your child is 11 years old or entering 6<sup>th</sup> grade, please check one of the following to denote that you have satisfactory documentation addressing meningococcal disease.**

- I have medical records for students who are 11 years old that denote proof of immunization against meningococcal disease.
- My child(ren) shall not be immunized against meningococcal disease for religious or other personal reasons.
- I have a written statement from a physician stating that the immunization is contraindicated for medical reasons, including shortage of supply of vaccines.
- My child is not 11 years old.

**Section 6: Assurance Statement**

**By checking the box below, I, the parent or legal guardian of the child(ren) noted above, hereby attest that the provided on this form is true and correct. I have read and agree to comply with all requirements of the Home Study Program as indicated in R.S. 17:236:1.**

- I Agree

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**Note:** Program Approval does not address custody issues

**IMPORTANT:** Parents should contact the [Louisiana Office of Student Financial Assistance \(LOSFA\)](#) at 800-259-5626, extension 1012 concerning any questions they may have about Taylor Opportunity Program for Students (TOPS) eligibility.

<p><b>PLEASE RETURN APPLICATION TO: ATTN: BESE Approved Home Study Program Louisiana Department of Education P.O. Box 94064 Baton Rouge, Louisiana 70804</b></p>	<p><b>Official State Use ONLY</b></p>   <p>DATE APPROVED _____</p>
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- By checking this box, I am notifying the Department **not** to disclose directory information without prior written consent.

**APPENDIX B: LAWS AND POLICIES**

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 five 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://legis.la.gov/Legis/Law.aspx?p=y&amp;d=80276">http://legis.la.gov/Legis/Law.aspx?p=y&amp;d=80276</a></li> <li>• R.S. 17:230. Powers and duties of visiting teachers, or supervisors of child welfare and attendance: <a href="http://legis.la.gov/Legis/Law.aspx?p=y&amp;d=80322">http://legis.la.gov/Legis/Law.aspx?p=y&amp;d=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://legis.la.gov/Legis/Law.aspx?d=80324">http://legis.la.gov/Legis/Law.aspx?d=80324</a>.</li> </ul>
<p><b>Special Education Laws</b></p>	<p>Students attending a BESE Approved Home Study program or Nonpublic Not Seeking State approval program do not qualify for special education and related services under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400, et seq., nor do those students in such programs qualify for modifications and/or accommodations under §504 of the Rehabilitation Act or the Americans with Disabilities Education Act. (Adopted by the BESE on November 15, 1984. Revised April 2002.)</p> <p>For additional information regarding educating students with exceptionalities, please visit the Students with Disabilities section of the LDOE's website: <a href="http://www.louisianabelieves.com/academics/students-with-disabilities">http://www.louisianabelieves.com/academics/students-with-disabilities</a></p>
<p><b>Due Process Policies</b></p>	<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 <a href="#">Bulletin 741</a>: Louisiana Handbook for School Administrators</p>



**APPENDIX C: SAMPLE HIGH SCHOOL DIPLOMA TEMPLATE**

The LDOE 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.



**APPENDIX D: LOCAL SCHOOL BOARD OFFICE CONTACT INFORMATION**

<b>District/Parish</b>	<b>Street Address</b>	<b>City/ Zip Code</b>	<b>Telephone</b>	<b>Fax Number</b>
Acadia	2402 N. Parkerson Avenue	Crowley, LA 70526	(337) 783-3664	(337) 783-3761
Allen	1111 West Seventh Ave.	Oberlin, LA 70655	(337) 639-4311	(337) 639-2346
Ascension	42211 N. City Parc Drive	Sorrento, LA 70778	(225) 391-7000	(225) 473-3539
Assumption	4901 Highway 308	Napoleonville, LA 70390	(985) 369-7251	(985) 369-2530
Avoyelles	221 Tunica Drive West	Marksville, LA 71351	(318) 240-0201	(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 Street	Lake Charles, LA 70615	(337) 217-4010	(337) 217-4001
Caldwell	7112 Highway 165	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

<b>District/Parish</b>	<b>Street Address</b>	<b>City/ Zip Code</b>	<b>Telephone</b>	<b>Fax Number</b>
Iberville	58030 Plaquemine Street	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 Street	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 Street	Ruston, LA 71270	(318) 255-1430	(318) 255-3203
Livingston	13909 Florida Boulevard	Livingston, LA 70754	(225) 686-7044	(225) 686-3052
Madison	301 South Chestnut Street	Tallulah, LA 71282	(318) 574-3616	(318) 574-3667
Morehouse	4099 Naff Avenue	Bastrop, LA 71220	(318) 281-5784	(318) 283-3430
Natchitoches	310 Royal Street	Natchitoches, LA 71457	(318) 352-2358	(318) 352-8138
Orleans	2401 Westbend Parkway	New Orleans, LA 70114	(504) 304-5680	(504) 309-2865
LaSalle	3012 N. First Street	Jena, LA 71342	(318) 992-2161	(318) 992-8457
Ouachita	100 Bry Street	Monroe, LA 71201	(318) 432-5000	(318) 432-5320
Plaquemines	1484 Woodland Highway	Belle Chasse, LA 70037	(504) 595-6400	(504) 392-4973
Pointe Coupee	337 Napoleon Street	New Roads, LA 70760	(225) 638-8674	(225) 638-3237
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
Ouachita	100 Bry Street	Monroe, LA 71201	(318) 432-5000	(318) 432-5320
St. Bernard	200 E. St. Bernard Highway	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) 222-4349	(225) 222-6419

<b>District/Parish</b>	<b>Street Address</b>	<b>City/ Zip Code</b>	<b>Telephone</b>	<b>Fax Number</b>
St. James	1876 West Main Street	Lutcher, LA 70071	(225) 258-4500	(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	600 Corporate Boulevard	Breaux Bridge, LA 70517	(337) 332-2105	(337) 332-6628
St. Mary	474 Highway 317	Centerville, LA 70522	(337) 836-6047	(337) 836-5461
St. Tammany	321 N. Theard Street	Covington, LA 70433	(985) 892-2276	(985) 898-3267
Tangipahoa	59656 Puleston Road	Amite, LA 70422	(985) 748-2502	(985) 748-8587
Tensas	512 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
St. James	1876 West Main Street	Lutcher, LA 70071	(225) 258-4500	(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	600 Corporate Boulevard	Breaux Bridge, LA 70517	(337) 332-2105	(337) 332-6628
Union	1202 Marion Highway	Farmerville, LA 71241	(318) 368-9715	(318) 368-1012
Vermilion	220 South Jefferson	Abbeville, LA 70510	(337) 740-5910	(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	10510 Joor Road, Suite 300	Central, LA 70818	(225) 262-1919	(225) 262-1989
City of Baker	14750 Plank Road	Baker, LA 70714	(225) 778-2362	(225) 774-5797
City of Bogalusa	1705 Sullivan Drive	Bogalusa, LA 70427	(985) 281-2110	(985) 735-8828

<b>District/Parish</b>	<b>Street Address</b>	<b>City/ Zip Code</b>	<b>Telephone</b>	<b>Fax Number</b>
City of Monroe	2006 Tower Drive	Monroe, LA 71201	(318) 325-0601	(318) 812-3604
Zachary Community	3755 Church Street	Zachary, LA 70791	(225) 658-4969	(225) 658-5261
Recovery School (LDOE)	1201 N Third Street	Baton Rouge, LA 70802	(318) 841-7634	(318) 485-4535
Special School	2888 Brightside Lane, Bld F	Baton Rouge, LA 70820	(225) 757-3220	(225) 763-5525

**APPENDIX E: REQUIRED DOCUMENTATION TO OBTAIN A DRIVER'S LICENSE OR LEARNER'S PERMIT**

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 email 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](#).