



SUPERINTENDENT OF PUBLIC INSTRUCTION

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September 30, 2016

(X) Action Required
Date Due: November 22, 2016
() Informational

BULLETIN NO. 036-16 SECONDARY EDUCATION & STUDENT SUPPORT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: 2016–17 Home-Based Student Annual Report

CONTACT: Laura Moore, Program Supervisor for Home-Based Instruction
360-725-6433, laura.moore@k12.wa.us
Agency TTY: 360-664-3631

The purpose of this bulletin is to request that school district administrators complete the Home-Based Student Annual Report as required in RCW [28A.200.030](#). The report must be completed electronically through the Office of Superintendent of Public Instruction's (OSPI's) Education Data System (EDS) website at <https://eds.ospi.k12.wa.us/> and is due **November 22**. For this reporting of home-based students, the count will be those declarations of intent on file as of **October 3** (October 1 falls on the weekend). Please note this is a change in the reporting period for home-based enrollment.

The purpose of the Home-Based Student Annual Report is to identify the number of students whose parents have filed declarations of intent to provide home-based instruction with your school district for the current school year. This data is used to maintain student enrollment statistics, project enrollment statistics, project enrollment trends, and assess the ongoing impact of the 1985 home-based instruction legislation.

RCW [28A.200.010\(1\)](#) states that each person whose child is receiving home-based instruction under RCW [28A.225.010\(4\)](#) must file annually a signed declaration of intent that he or she is planning to cause his or her child to receive home-based instruction. The declaration is to be filed by September 15 of each school year or within two weeks of the beginning of any public school quarter, trimester, or semester with (1) the superintendent of

the public school district within which the parent resides, or (2) the superintendent of a nonresident public school district that accepts the transfer, in which case, the student is considered a transfer student of the nonresident district.

Instructions on Accessing the Report

1. If you do not already have access, obtain a username and password from your District Data Security Manager (DDSM). You will need to be assigned the "Home-Based Student Annual Report" user role. A list of DDSM managers for each district is available at: <http://eds.ospi.k12.wa.us/securitymanagerlist.aspx>.
2. Login to <https://eds.ospi.k12.wa.us/>.
3. If you have misplaced your password, the system can send a temporary password to the primary email address listed in your EDS Personal Information by clicking the "Forgot Your Password?" link located under the "Login" button.
4. After you have entered your username and password, click "Login."
5. Under your list of applications, you will select the "Home-Based Student Annual Report."

Instructions on Completing the Report

1. The count is based on the **October 3** number of declarations of intent to provide home-based instruction forms that have been filed with your district. (This is a change for this year as October 1 falls on the weekend.)
2. If there are zero students in your district reported as receiving home-based instruction, please mark the appropriate space on the form and click "Submit."
3. In the first column, place the total number of students by grade level who have a declaration of intent to receive home-based instruction form on file with your district. If a student's grade level is not known, you may use the grade level generally associated with the age level indicated on the intent form (i.e., 6 years = 1st grade, 7 years = 2nd grade, etc.).
4. In the second column, place the number of home-based students taking classes part-time or receiving ancillary services at the district. Part-time attendance and ancillary services are defined in RCW [28A.150.350](#) and chapter [392-134](#) WAC. These students have also been counted in Column 1.
5. In the third column, place the number of students returning to the school district this year who were taught at home last year. If the school district does not have this information, please enter a zero.

Please note that students enrolled full time in alternative learning experience programs, as described in WAC [392-121-182](#), should not be included in the district count for students who are currently receiving home-based instruction. Alternative learning experience programs and home-based instruction are distinctly different educational options; therefore, it is important that these counts not be duplicated. Students who were previously home-based (Chapter [28A.200](#) RCW) and have now enrolled full time in a district alternative learning experience program should be counted as “returning to district.” Home-based instruction students, who are enrolled part-time in an alternative learning experience program, should be counted in the second column as students receiving part-time attendance at the district. NOTE: A home-based instruction student cannot be enrolled full time at the district and retain home-based status—the student would be considered a full time public school student.

A copy of *Washington State’s Laws Regulating Home-Based Instruction*, July 2014, is available through OSPI’s website at:

<http://www.k12.wa.us/PrivateEd/HomeBasedEd/default.aspx>.

If you need assistance determining what information to enter on the form or what the items mean, contact Laura Moore, Coordinator for Home-Based Instruction, at 360-725-6433 or laura.moore@k12.wa.us. The agency’s TTY number is 360-664-3631.

If you require technical assistance with the report or EDS, please contact your district technical person or OSPI’s Customer Support at CustomerSupport@k12.wa.us or call 1-800-725-4311. If you get the menu when you call Customer Support, do not select the private school option, select an IT support option to leave your message.

K–12 EDUCATION

Gil Mendoza, Ed.D.
Deputy Superintendent

SECONDARY EDUCATION & STUDENT SUPPORT

Dan Newell
Assistant Superintendent

Dixie Grunenfelder, Director
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