



GROVE CITY
AREA SCHOOL
DISTRICT

DR. JEFFREY A. FINCH
SUPERINTENDENT

To: Current/Former Home Education Program Supervisors
From: Grove City Area School District (GCASD) - Department of Pupil Services
Re: District Policy and Procedure Updates for Homeschool and Private Tutoring
Date: May 16, 2023

Recent changes in the Pennsylvania School Code, Section 137.1, require all public school districts to develop policies and procedures for Home Education students for implementation beginning in the 2023-2024 school year. This memo is being provided to current/former Home Education program supervisors to communicate updated policy information as well as the procedures required by GCASD to fulfill the Home Education program documentation process and for requesting Dual Enrollment participation in District extracurricular, cocurricular, and career education programs (CTE).

Home Education documents are received at GCASD Central Office located at 511 Highland Avenue, Grove City, PA. If you have questions or have unique circumstances that limit your ability to deliver Home Education documentation in person, please contact Sharon Hawke, at sharon.hawke@gcasdk12.org (724) 458-6733 ext. 2121.

To access the GCASD Home Education policies go to the GCASD website <https://www.grovecity.k12.pa.us/domain/56> and review the following policies:

Policy 137 - Home Education Programs

Policy 137.1 - Extracurricular Participation by Home Education Students

Policy 137.2 - Participation in Cocurricular Activities and Academic Courses by Home Education Students

Policy 137.3 - Participation in Career and Technical Education Program by Home Education Students

For House Bill 1041 go to:

<https://www.legis.state.pa.us/CFDOCS/Legis/PN/Public/btCheck.cfm?txtType=HTM&sessYr=2021&sessInd=0&billBody=H&billTyp=B&billNbr=1041&pn=1452>

PDE Home Education Program Guidance

<https://www.education.pa.gov/K-12/Home%20Education%20and%20Private%20Tutoring/HomeEdPrivateTutoringGuide/HomeEdPrograms/Pages/default.aspx#1g>

Residency Requirements

GCASD requires proof of primary residence for all students enrolled in the District, as well as for the registration of Homeschool and Private Tutoring students when filing the Home Education documents. Please find attached the District of Primary Residence Certification Form. This completed form and corresponding residency proof documents must be submitted in person

prior to the filing of the Home Education documents. Once your residency documentation is verified and if the student has maintained the same primary residence address within the District, residency proof documents will not be necessary for annual renewals/affidavits. It is important to understand that public school districts are only to accept Home Education affidavits for resident school-aged students. It is the responsibility of the Home Education supervisor to know and comply with PA state laws and regulations related to eligible primary residency. See guidance - PDE Home Education Guide:

Home education supervisors must file a notarized affidavit with the superintendent of the school in the district of residence ([24 P.S. § 13-1327.1\(b\)\(1\)](#)). The affidavit must contain "the address and telephone number of the home education program site," which may be different than the child's residence.

The definitions of habitation, residence and domicile were decided by PA Supreme Court decision (January 20, 2000) [IN RE: RESIDENCE HEARING BEFORE the BOARD OF SCHOOL DIRECTORS](#)

"Domicile [is] that place where [people have their] true, fixed and permanent home and principal establishment, and to which whenever [they are] absent [they have] the intention of returning." Id. "Residence," in contrast, is "a factual place of abode" evidenced by a person's physical presence in a particular place. Id.

Residency is important because the school district of residence has obligations to homeschooled students for a number of items, such as tracking the affidavits and evaluations; lending copies of the school district's planned courses, textbooks and other curriculum materials appropriate to the student's age and grade level; allowing participation in academic courses, cocurricular activities, CTE program attendance, extracurricular activities; and participation in dual credit agreements with colleges.

Affidavit/Declaration of the Supervisor of a Home Education Program

Attached is a copy of the GCASD [Home Education Documents Submission Form](#). If you are the supervisor of a Home Education Program for a student(s) residing within our District, we respectfully request that you use PDE's Affidavit or Unsworn Declaration that can be found on GCASD's website under [Parents & Guardians - Forms](#). If an alternative affidavit or unsworn declaration is preferred, it should include the information and documentation described in PDE guidance which includes: educational objectives, immunization records and health records. The initial affidavit may be submitted any time during the school year before the program commences. For continuing home education programs, Home Education supervisors are to submit the yearly affidavits by August 1 and evaluations by June 30 for each student in the program.

PDE Guidelines - Tracking the Immunizations and Medical Services

The school district is given the responsibility of tracking the immunizations and medical services that have been provided to the children in a community.

In [24 P.S. § 13-1327.1\(b\)](#), which delineates the contents of the home education affidavit, there are two medical references in the home education law to other laws. These legal references make clear that these additional laws also apply to homeschool students, even though those laws themselves do not specifically mention homeschooled students. They also ensure there was no confusion over whether homeschooled students were exempt.

1. Section 1303(a) [[24 P.S. 13-1303\(a\) Immunization required; penalty](#)]
2. Article XIV (all) [[Article XIV School Health Services](#) (Act 14 of 1949)]

The records are kept for at least two years after transferring or graduation ([24 P.S. § 14-1409](#)).

[24 P.S. § 13-1327.1\(b\)](#) requires evidence that homeschooled students have been immunized in accordance with [24 P.S. § 13-1303\(a\)](#) and the medical services of Article XIV have been received.

If you wish to borrow textbooks or non-consumable materials for the upcoming school year, please contact the building principal for the grade your child would be attending.

Dual Enrollment: Extracurricular Activities - Cocurricular/Academic Courses - Career and Technical Education Programs

Effective with the beginning of the 2023-2024 school year, GCASD has established policies and procedures that allow resident Home Education students to participate in cocurricular activities that merge extracurricular activities with a required academic course, CTE programs and academic courses equaling up to 25% of the school day for full-time District students. To take advantage in these opportunities, the Home Education student must:

- Register with the District through Dual Enrollment
- Meet the same eligibility participation criteria and prerequisites that apply to full-time District students
- Comply with all policies, rules and regulations of the District and governing organization of the activity

Home Education students wishing to participate in these District programs through Dual Enrollment should contact the Central Registration office at heather.carothers@gcasdk12.org or (724)458-5456 ext. 2128. The registrar will verify the completion of all District residency and registration requirements prior to enrollment and coordinate scheduling of activities/courses with the appropriate building principal. Students taking classes with the District by Dual Enrollment will be assigned a PAsecureID so that they can be counted in the Pennsylvania Management System (PIMS) and included in the average daily membership of the District.

Jeffrey A. Finch Ed.D.



Superintendent of Schools

Jennifer Connelly M.Ed.



Director of Pupil Services

DISTRICT OF PRIMARY RESIDENCE CERTIFICATION

Definition per GCASD Board Policy #200: *District of residence* shall be defined as the school district in which the student's parents/guardians reside.

Primary Residence means the property an individual uses as a residence the majority of the time during the year and is the principal place of abode of the individual's family members. The primary residence is typically documented by the address listed on the individual's federal and state tax returns, driver's license, automobile registration, and voter registration card. A person shall be deemed to have only one primary residence regardless of the number of homes/properties that the person owns.

I do hereby swear of and certify:

My name is _____

I own/rent and my primary residence is: _____
(circle one)

_____ reside under my care as parent/guardian
(name of child) (DOB or age) in my primary residence.

_____ reside under my care as parent/guardian
(name of child) (DOB or age) in my primary residence.

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_____ reside under my care as parent/guardian
(name of child) (DOB or age) in my primary residence.

_____ reside under my care as parent/guardian
(name of child) (DOB or age) in my primary residence.

Said child(ren) is the daughter/son of: _____
(name of parent or guardian)

who's primary residence is within Grove City Area School District.

I certify that I am a bonafide primary resident in the Grove City Area School District and I agree to pay all tuition that would be payable by a non-resident student if it is determined that any facts in this certificate are false.

I confirm that I will provide to the District the required documents of a PA driver's license, PA ID card or passport, along with a lease (if applicable) and one utility bill to confirm my primary residence.

(Parent/Guardian SIGNATURE)

(Date)

(Parent/Guardian Telephone Number)

Per 24 P.S. § 13-1302, a person who knowingly provides false information in the above statement for the purpose of enrolling a child in a school district for which the child is not eligible commits a summary offense and shall, upon conviction for such violation, be sentenced to pay a fine of no more than three hundred dollars (\$300) for the benefit of the school district in which the person resides or to perform up to two hundred forty (240) hours of community service, or both. In addition, the person shall pay all court costs and shall be liable to the school district for an amount equal to the cost of tuition calculated in accordance with §2561 during the period of enrollment.

FOR OFFICE USE ONLY

Documents provided for proof of primary residence:

_____ Valid PA Driver's License

Address Listed:

_____ Valid PA ID Card OR Passport

(If driver's license/ID does not match District eligible address, due to move in progress, - temporary admission can be made by deed or recent closing document. Updated ID, that has a District eligible address, must be submitted within 30 days.)

AND

Homeowner

_____ Homeowner status will be verified by the District via Mercer County Courthouse Records.

Renter

_____ Lease **or** landlord verification letter

_____ (1) Utility bill(s) that are connected to the residence by pipeline, wire or cable. (i.e. water, gas, electric, cable TV, or borough bill.)

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Documents reviewed by: _____ Date: _____

Signature: _____

HOME EDUCATION DOCUMENTS SUBMISSION FORM

I was presented with **and** the District requested that I submit Pennsylvania Department of Education (PDE) Elementary/Secondary Affidavit of the Supervisor of a Home Education Program OR PDE's Elementary/Secondary Unsworn Declaration of the Supervisor of a Home Education Program and all corresponding documents. By signing below, I am indicating that I choose one of the following:

- I'm submitting the requested documents provided by PDE and requested by the District.

Home Education Supervisor

Date

- I'm choosing to submit alternative documents that fulfill the regulations which can be found in the Home Education and Private Tutoring Guide on PDE's website.

Home Education Supervisor

Date

FOR OFFICE USE ONLY

_____ has provided (PDE or alternate) and refused to sign this document submission form. (circle one)

District is in receipt of the following documents that fulfill the minimum district requirements for extra curricular and cocurricular program(s) participation.

District of Primary Residence Certification form and proof documents: _____

	<u>PDE</u>	<u>Alternate</u>
Affidavit or Unsworn Declaration	_____	_____
Evidence of immunization or waiver	_____	_____
Evidence of health and medical services or waiver	_____	_____

District Office Representative

Date

PRIVATE TUTORING DOCUMENTS SUBMISSION FORM

I am presenting the District Private Tutoring documents. By signing below, I am indicating that I choose one of the following:

- I'm submitting documents that fulfill the requirements which are found in the Home Education and Private Tutoring Guide on Pennsylvania Department of Education (PDE) website.

Private Tutor

Date

- I'm choosing to submit alternative documents that do not fulfill the regulations which can be found in the Home Education and Private Tutoring Guide on PDE's website.

Private Tutor

Date

FOR OFFICE USE ONLY

_____ has provided (PDE or alternate) and refused to sign this document submission form. (circle one)

District is in receipt of the following documents that fulfill the minimum district requirements for extra curricular and cocurricular program(s) participation.

District of Primary Residence Certification form and proof documents: _____

List of names and residences of all children
between six and 18 years of age

Evidence of immunization or waiver

Evidence of health and medical services or waiver

PDE

Alternate

District Office Representative

Date