

**SOUTH BURLINGTON SCHOOL DISTRICT  
PARTICIPATION OF HOME STUDY STUDENTS IN SCHOOL DISTRICT  
PROGRAMS AND ACTIVITIES  
ADMINISTRATIVE PROCEDURES**

In response to a request for a home study student to participate in courses, programs, activities, services, and use of school educational materials, equipment, and facilities the appropriate school principal or designee shall:

1. Provide the applicant with the attached Home Study Support Request form to clearly define the nature of the support or access to school services that is desired.
2. Ensure that all related procedures, deadlines, and standards that apply to full-time enrolled students shall apply to home study students.
3. Discuss the request with the applicant, should further clarification be required, subsequent to submission of the Home Study Support Request form.
4. Make a determination regarding the request that is consistent with policy as it applies to all full-time students.
5. Ensure that enrollment in academic classes is based on the registration process as applies to all full-time students. Driver Education represents an exception in which full-time students will be given priority.
6. Ensure that a student has a fully approved home study program in order to be eligible for participation in co-curricular or extracurricular activities under the same guidelines as all full-time students.
7. Ensure that appropriate support is provided should the request be granted or shall complete the attached Vermont Agency of Education form should a request for participation in co-curricular or extra-curricular activities be denied.
8. Provide the opportunity for appeal within five school days should a request be denied. Such appeal should be directed to the superintendent in written form. The superintendent shall respond, in writing, to such appeal within ten school days. Should the superintendent support the principal's denial of the request, the applicant may appeal, in writing, to the school board within five school days. The board shall consider the matter and render a decision in writing, within ten school days.
9. Issue information on home schooling and home schooling procedures upon request.

**SOUTH BURLINGTON SCHOOL DISTRICT HOME STUDY SUPPORT REQUEST FORM**

*Please Print*

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
*Last First Middle Initial*

Student Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Month / Day / Year*

Parent/Guardian Name: \_\_\_\_\_  
*Last First Middle Initial*

Residency Address: \_\_\_\_\_

Student Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Specific Support Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Service: \_\_\_\_\_

Frequency, Time, and Dates of Service Being Requested: \_\_\_\_\_  
\_\_\_\_\_

School supplies, materials, equipment, texts, audio-visual materials, technology, et cetera included in this request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Transportation**

If the student is enrolling in classes, what specific drop off and pick up provisions are planned?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What contingency plan exists should normal drop off and pick up connections are not possible?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will communications occur between home and school concerning changes of schedules, et cetera?  
\_\_\_\_\_  
\_\_\_\_\_

If the home study student is enrolling in class, during what specific intervals is the school providing supervision and at what intervals will the home study sponsor provide supervision?

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Who is the home study contact person and their contact information for purposes of this request?

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Should this request be for access to existing classes or programs, is the applicant aware that all state and school regulations apply, including those related to special education, Section 504, immunization, school rules, attendance, and responsibility for damages?

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Is there other relevant information, including any special education, Section 504, accommodations or other issues regarding this request? If so, please elaborate: \_\_\_\_\_

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Determination of Principal with comments, if necessary:

Approved

Approved with modifications including:

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Denied (reason)

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Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_

If a request for a student's participation in a co-curricular or extra-curricular activity is denied, the principal must complete the Vermont Agency of Education denial form in accordance with [Education Rule 4404.4](#).

**VERMONT AGENCY OF EDUCATION  
DENIAL OF A HOME STUDY STUDENT'S REQUEST FOR PARTICIPATION IN A CO-CURRICULAR  
OR EXTRA-CURRICULAR ACTIVITY**

Statutory Authority: 16 V.S.A. §563(24) State Board of Education Rule: 4404.4

Date: \_\_\_\_\_

Supervisory Union/District \_\_\_\_\_

School: \_\_\_\_\_

Principal: \_\_\_\_\_

Name of Student Requesting Participation: \_\_\_\_\_

Address of Student: \_\_\_\_\_

Name of Parent/Guardian of Student: \_\_\_\_\_

Activity Requested: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date of Denial: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Please mail this form to: Home Study Consultant

Vermont Agency of Education 219 North Main Street, Suite 402, Barre, VT 05641