



# Millcreek-West Unity Local School District

MILLCREEK-WEST UNITY  
LOCAL SCHOOL DISTRICT  
1401 W. Jackson St.  
West Unity, OH 43570

Jim Wyse, Superintendent  
419-924-2365 ext. 2322

Traci Thompson, Treasurer  
419-924-2365 ext. 2378

HILLTOP HIGH SCHOOL  
Steve Riley, 7-12 Principal  
419-924-2365 ext. 2141

Tony Gerig, Athletic Director  
419-924-2365 ext. 2331

HILLTOP ELEMENTARY SCHOOL  
Laurie Worline, K-6 Principal  
419-924-2365 ext. 2351

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419-924-2365 ext. 2377

CUSTODIAL MANAGER  
Bill Williams  
419-924-2365 ext. 2148

FOOD SERVICE MANAGER  
Shari Stough  
419-924-2365 ext. 2144

TRANSPORTATION MANAGER  
Nathan Siegel  
419-924-2365 ext. 2184

WEBSITE  
[www.hilltop.k12.oh.us](http://www.hilltop.k12.oh.us)

FAX  
419-924-2367

BOARD OF EDUCATION  
MEMBERS:  
Heather Jones, President  
Brian Wieland, Vice-President  
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David Chester  
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TO: Parents/Guardians  
FROM: Jim Wyse, Superintendent  
DATE: June 29, 2020  
RE: Home School Assessment and Notification Forms

Attached is the form necessary for your child to be excused for the purpose of home schooling. Please notice on the Notification Form (3301-34-02) there is an area for an email address; we are asking you to fill-in this area if you have email so we may utilize this avenue for communications.

The Ohio Rules for Excuses from Compulsory Attendance for Home Education state that a parent must provide an academic assessment report when sending subsequent Home Education Notification Forms.

There are three options for reporting academic assessment:

- (1) An academic assessment report based on the results of nationally formed standardized achievement test. This assessment may be administered by a certified teacher or a person authorized by the publisher of the test.
- (2) A written narrative by a certified teacher indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities.
- (3) An alternative academic assessment report of the student's proficiency mutually agreed upon by the parent and the superintendent of the Millcreek-West Unity Local Schools.

*A Home Education Notification Form is attached for the next school year. If you intend to continue a home education program, please complete the form (or a letter outlining your educational plan) and return it along with an academic assessment (one of the above three options) for your children who were on a home education plan during the 2019-2020 school year.*

*If your children graduated or enrolled in another school setting, please note that anywhere on the Home Education Notification Form and return to us so that our records may be kept current.*

We request that your Home Notification Plan and Assessment paperwork be submitted prior to the beginning of the district's first day of school (August 19, 2020). Until such time a compulsory attendance is excused for home education, school attendance is required.

*We now offer an online program, NOVA, that you may be interested in. If so, contact the superintendent's office at 419-924-2365 ext. 2322 for more details.*

Please return your information by the options listed below. Thank you.

Millcreek-West Unity Local Schools  
ATTN: Jana Griffin  
1401 W. Jackson Street  
West Unity, OH 43570

Or you may fax to: 419-924-2367  
Or scan to: [jgriffin@hilltopcadets.org](mailto:jgriffin@hilltopcadets.org)

/jg

**HOME EDUCATION NOTIFICATION FORM  
3301-34-02 STATEMENT OF PURPOSE**

The purpose of the rules in this chapter is to prescribe conditions governing the issuance of excuses from school attendance under section 3321.04 of the Ohio Revised Code, to provide for the consistent application thereof throughout the state by superintendents, and to safeguard the primary right of parents to provide the education for their child (ren). Home education must be in accordance with the law.

**3301-34-02 NOTIFICATION**

(A) A parent who elects to provide home education shall supply the following information to the superintendent of the public school district where the parent resides:

1. School year for which notification is made: \_\_\_\_\_
2. Name of parent: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ OHIO Zip Code \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_
3. Name, address and telephone number of person (s) who will be teaching the child subject set forth in paragraph (A) (5) of this rule, if other than the parent:  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ OHIO Zip Code \_\_\_\_\_  
 Telephone number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_
4. Full name and birth date of child (ren) to be educated at home:  

First Name	Middle Name	Last Name	Date of Birth 00/00/0000
_____	_____	_____	_____
_____	_____	_____	_____

5. Assurances:  
 Assurance that home education will include the following, except that home education shall not be required to include any concept, topic, or practice that is in conflict with sincerely held religious beliefs of the parent: (a) Language, reading, spelling and writing; (b) Geography, history of the United States, and Ohio, and national, state and local government; (c) Mathematics; (d) Science; (e) Health; (f) Physical education; (g) Fine arts, including music; and (h) First aid, safety and fire prevention.

(6)	<i>Assurances Continued</i>
<input type="checkbox"/>	Brief outline of intended curriculum for the current year. Such outline is for informational purposes only.
<input type="checkbox"/>	List of (a) textbooks; (b) correspondence courses; (c) commercial curricula; or (d) other basic teaching materials that the parent intends to use for home education. Such list is for informational purposes only.
<input type="checkbox"/>	Assurance that the child will be provided a minimum of nine hundred hours of home education each school year.
<input type="checkbox"/>	Assurance that the home education teacher has one of the following qualifications: (a) A high school diploma; or (b) The certificate of high school equivalence; or (c) standardized test scores that demonstrate high school equivalence; or (d) Other equivalent credential found appropriate by the superintendent; or (e) Lacking the above, the teacher must work under the direction of a person holding a baccalaureate degree from a recognized college until the child's or children's test results demonstrate reasonable proficiency or until the home teacher obtains a high school diploma or a certificate of high school equivalence.
<input type="checkbox"/>	The parent (s) shall affirm the above information supplied with his or her signature prior to providing it to the superintendent.

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Signature of Affirmation by the Parent

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Date

**3301-34-04 Academic Assessment**

- (A) The parent (s) shall send to the superintendent an academic assessment report of the child for the **previous school year at the time of supplying subsequent notification.**
- (B) The academic assessment report shall include one of the following:
- (1) Results of a nationally normed, standardized achievement test; or
  - (2) A written narrative prepared by a certified teacher or a person mutually agreed upon by the parents (s) and the superintendent, indicating that a portfolio of the child's work has been reviewed by that person and that the progress demonstrated for the year is in accordance with the child's abilities; or
  - (3) An alternative academic assessment mutually agreed upon by the parent and superintendent.

**SEND THIS COMPLETED HOME EDUCATION NOTIFICATION FORM  
TO YOUR LOCAL RESIDENT PUBLIC SCHOOL DISTRICT SUPERINTENDENT**

## Academic Assessment Report

### Option #2 – Written Narrative

Administrative Code 3301-34-04

- (A) The parent(s) shall send to the superintendent an academic assessment report of the child for the previous school year at the same time of supplying subsequent notification.
- (B) The academic assessment report shall include one of the following:
- (2) A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's academic progress for the year is in accordance with the child's abilities.
- (a) The written narrative shall be prepared by:
- (i) A certified teacher
- (ii) Other persons mutually agreed upon by the parent(s) and the superintendent.

### **Accordingly:**

I hereby indicate that a portfolio of samples of \_\_\_\_\_'s  
Work has been reviewed and that the academic progress for the school year \_\_\_\_\_  
is in accordance with their abilities.

\_\_\_\_\_  
Name

(i) A certified teacher

(ii) Other person mutually agreed upon by  
the parent(s) and the superintendent.