

## Enrolling Home School Students

Home school students are eligible to register for online courses through the Statewide Online Education Program. This includes students:

- (i) attending a home school; and
- (ii) whose custodial parent or legal guardian is a resident of Utah.

A small number of procedures change when a home school student registers for an online course through the Statewide Online Education Program, while others remain unchanged. Please note:

1. **SSID:** A Statewide Student Identifier (SSID) needs to be associated with this student for funding, accountability and reporting purposes. Utah State Board of Education (USBE) will supply an existing SSID wherein one is found; if no SSID is in existence, the LEA will need to initiate an SSID for the student immediately upon accepting the enrollment.
2. **SIS Entry:** Like all other students (part or full time), a home school student should be appropriately registered and entered into the LEA's student information records for upload by UTREx. UTREx (Utah Records Exchange) is the online tool by which student enrollment and associated data is reported to the USBE through automatic upload or an interface with an LEA's Student Information System (SIS). Contact USBE if you need further information regarding UTREx in relation to online students. SIS entry should occur no more than ten days from the start-date of course-work.
3. **Current Certificate of Release for Home Schooling:** A student listed as a home school student will need a current Certificate or Affidavit of Release for home schooling issued by the student's district of residence or charter school for USBE to fund courses. A copy of this Certificate should be kept in the student's permanent file for audit purposes. It is the responsibility of the LEA to verify this status, and to provide evidence of a current release, if requested.
4. **Immunization Records:** School districts may not receive weighted pupil unit money for a student unless the student has obtained a certificate of immunization under this section or qualifies for conditional enrollment or an exemption from immunization (53A-11-301).
5. **Birth Certificate:** Upon enrollment of a student for the first time in a particular school, that school shall notify in writing the person enrolling the student that within 30 days he must provide either a certified copy of the student's birth certificate, or other reliable proof of the student's identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate (53A-11-503).
6. **Fee Waiver Responsibility:** A Provider must notify a Private or Home School student of fee waiver opportunities, provide application materials and maintain documentation of resulting fee waivers.
7. **Testing:** Inform the parent/guardian that Providers are *required* to administer state-designated assessments. Home school students will be *required* to take state-designated assessments upon completion of a course requiring these. This must be understood as a condition of participation; testing is not optional for a home school student.

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