



Manchester Essex Regional School District
36 Lincoln Street
Manchester-by-the-Sea, Manchester, Massachusetts 01944

Home Education Application

One must obtain approval from the Superintendent of Schools or his/her designee prior to removing his/her child(ren) from the public schools and beginning a home education program. If one begins a home education program without the necessary approval, the Superintendent may initiate truancy proceedings or a care and protection petition.

Instructions: Please complete this form and attach any additional information per School Committee policy and mail to: Heather Leonard, Director of Curriculum and Technology, Manchester Essex Regional Schools, 36 Lincoln Street, Manchester, MA 01944 or send electronically to: leonardh@mersd.org

A. Home School Education Plan:

Student Name: _____

Student Date of Birth: _____ Age as of September 1, 2025: _____
Month Day Year

Grade Level for 2025-2026: _____

Parent/Guardian Name: _____

Address: _____

For students new to the Manchester-Essex Regional School District (MERSD), please provide a proof of residence in the form of a utility bill or a copy of a lease or mortgage for the parent/guardian of the child.

Telephone: Day: _____ Evening: _____ E-mail: _____

Please indicate which school your child would be enrolled if they did attend MERSD: _____

Is your child on an Individual Education Plan or 504 Plan? _____

B. Evaluation Method: (Select the method of evaluation you wish to use)

- ☐ Portfolio with progress report submitted to the Principal and the Director of Curriculum.
(Select one) Quarterly: ____ Semi-Annually: ____ Annually: ____ by June 30th of the Home School Year.
- ☐ Standardized test results identified and acceptable to the Principal, Director of Curriculum, and the home educator(s) by June 30th of the home education year. Name of test: _____
- ☐ An independent report made by someone acceptable to the Principal, Director of Curriculum, and the home educator(s) by June 30th of the home education year.
Name of Independent Reporter/Organization _____

C. The following signature confirms the intent to provide a minimum of 900 hours of instruction at the elementary and middle school levels and 990 hours at the high school level.

Signature of Parent or Guardian

Date

D. The signature of the school official indicates final confirmation of this plan. A copy of the signed form will be sent to the parents. A parent/administrator conference will be scheduled to discuss the plan if it is deemed necessary.

Signature of Superintendent or Designee

Date