

**Superintendent of Schools**  
**Matthew Henry**  
**COUNTY OF GALLATIN**  
◆  
**Bozeman, Montana**  
matthew.henry@gallatin.mt.gov



Dear Home Schooling Parents:

The decision to home educate is a tremendous privilege and responsibility, and I commend you for your dedication to pursue it. Balancing the roles of teacher and parent is challenging, yet the reward of meeting your child's unique educational needs is immeasurable.

We are fortunate to live in a country that affords us the right to choose the type of education that we deem best. In general, Montana's laws are favorable toward home schooling; yet, there are specific legal requirements that you must meet in order to exercise your right to educate at home.

To assist you in meeting these obligations, the following forms and information are provided for your convenience:

**1. Home School Notification Form**

To qualify your children for exemption from compulsory enrollment, you must notify the county superintendent of your intent to home school each year. This form is used to provide notification and must be submitted annually, preferably as soon as you make the decision to home school.

**2. Attendance Record Form**

Home schools are required to provide the same minimum aggregate hours of instruction as public schools and to maintain records of student attendance. This form, or other written record verifying student attendance, must be submitted at the end of each school year. The required hours of instruction by grade per year are as follows:

- Kindergarten: 360 hours (720 hours for full-time kindergarten)
- Grades 1-3: 720 hours
- Grades 4-12: 1,080 hours

**3. Notification of Opportunity to Participate in Federally Funded Programs Form**

As a nonpublic home school, you are eligible to participate in federally-funded education programs. This form includes a description of federal programs for which you may be eligible and is used to indicate whether you wish to participate.

Also attached for your reference is subscription information for the Gallatin Valley Home Educators' newsletter, the *Lifeline*, and contact information for the Bozeman Homeschool Network. Numerous resources and ideas for instruction are available online, and assistance with selecting curriculum can be found at [www.mtche.org](http://www.mtche.org).

Once again, I commend you for your decision to home school and wish you the best. If ever you have questions or need assistance, please do not hesitate to contact me. My office is located in Room 107 of the County Courthouse and we are open daily from 8:00 AM to 5:00 PM. You may also visit our website at [www.gallatin.mt.gov](http://www.gallatin.mt.gov). You can find us under the Superintendent of Schools tab of the Departments menu.

Sincerely,

A handwritten signature in blue ink, appearing to read "Matthew Henry". The signature is stylized and somewhat cursive, with a checkmark-like flourish in the middle.

Matthew Henry  
Superintendent of Schools



The rights and responsibilities of a parent who home schools and the rights of the child in the home school are defined in *Montana Code Annotated* §20-5-102 and §20-5-109 and are summarized below:

**Subject to the provisions of §20-5-102, to qualify its students for exemption from compulsory enrollment, the home school:**

- (1) shall maintain records on pupil attendance and disease immunization and make the records available to the county superintendent of schools on request;
- (2) shall provide at least the minimum aggregate hours of pupil instruction in accordance with §20-1-301 and §20-1-302;
- (3) must be housed in a building that complies with applicable local health and safety regulations;
- (4) shall provide an organized course of study that includes instruction in the subjects required of public schools as a basic instructional program pursuant to §20-7-111;
- (5) shall notify the county superintendent of schools in each fiscal year of the student's attendance at the school.

**Subject to the provisions of MCA §20-5-109, a parent has the authority to instruct his child, stepchild, or ward in a home school and is solely responsible for:**

- (1) the educational philosophy of the home school;
- (2) the selection of instructional materials, curriculum, and textbooks;
- (3) the time, place, and method of instruction; and
- (4) the evaluation of the home school instruction.

***For Office Use Only***

HS Name _____	Parent Name _____
Attendance _____	New _____ Discount Card _____

## Description of Federally Funded Programs

- ESEA, Title I, Part A: Improving the Academic Achievement of the Disadvantaged  
*Provides financial assistance to districts to expand and improve their educational programs to meet the needs of students who are at risk of failing to meet the state's challenging academic standards in reading and math.*
- ESEA, Title I, Part C: Migrant Education Program  
*Provides supplemental education and supportive services to eligible migrant children to help them overcome educational disruptions and disadvantages.*
- ESEA, Title II, Part A: Improving Teacher Quality  
*Provides funds to increase student achievement by improving the effectiveness of teaching. (Private/nonpublic schools may only receive professional development services for core teachers under Title II, Part A.)*
- ESEA, Title III, Part A: Language Instruction for Limited English Proficient and Immigrant Students  
*This program is designed to help LEP students become proficient in English and attain state standards.*
- ESEA, Title IV, Part B: 21st Century Community Learning Centers  
*Supports academic enrichment before school, after school, and summer programs that offer students additional services and activities such as drug and violence prevention, art, music, etc. Services must reinforce and complement regular academic programs.*
- School Nutrition Programs  
*Supports nutrition and nutrition education work to provide children with access to healthful meals and encourage healthy lifestyles. The private/nonpublic school must submit a signed agreement, common assurances and free and reduced-price policy statement to affirm that it will administer the programs according to the provisions of those documents. A private/nonpublic nonprofit school is also required to submit documentation from the IRS stating that it has tax-exempt status under 501(c)(3).*
- IDEA, Part B: Special Education  
*The purpose of this program is to provide special education and related services to children with disabilities who have been identified as eligible under the requirements of IDEA and state administrative rules. For children with disabilities, the services will begin at age 3. The public school district in which a student lives is required to provide free appropriate public education (FAPE) to the child with disabilities. However, if a parent enrolls the child in a private/non-public elementary or secondary school, the district in which the private/nonpublic elementary or secondary school is located is only obligated to conduct child find services and those special education and related services it has determined it will provide in accordance with the requirements of 34 CFR 300.13-144.*
- Carl Perkins Vocational Education  
*Provides funds to assist high schools in paying the additional costs of approved career and technical education programs.*

# Gallatin Valley Home Educators Lifeline

*"A newsletter of information and encouragement for the home educators of the Gallatin Valley"*

**1-year Subscription (September-June): \$10 (Email Copy)**

(Subscription costs decrease after December, contact Cynthia for pricing.)

To subscribe to the **Lifeline**,  
complete this form and send payment as directed.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**IMPORTANT:**

Make your check payable to:

**Cynthia Brewer**

Mail to: 327 Coulee Drive  
Bozeman, MT 59718

Phone: 406-539-3806

E-mail: [gchlifeline@gmail.com](mailto:gchlifeline@gmail.com)



## **Montana Coalition of Home Educators**

This website and on-line guide offers information about homeschool history in Montana, statewide news, Montana homeschool laws, support groups, and frequently asked questions from homeschool families. Also included are website links to assist new and existing home educators in choosing curriculum materials or on-line schools.

[www.mtche.org](http://www.mtche.org)

## ATTENDANCE RECORD

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Month Total	YTD	
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Aug																																		

Parent/Guardian's Name (please print): \_\_\_\_\_

Child's Name: \_\_\_\_\_

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

All nonpublic schools must provide the minimum aggregate hours.  
 360 hours for kindergarten  
 720 hours for grades 1-3  
 1080 hours for grades 4-12

When your school year is complete please mail a copy of your attendance to the Gallatin County Superintendent of School's Office, 311 W. Main, Room 107, Bozeman, MT 59715. **(Note: you can create your own attendance form, use this sample, or email [superintendentofschools@gallatin.mt.gov](mailto:superintendentofschools@gallatin.mt.gov) stating you have completed the minimum aggregate hours for the school year.)**