



Home School Student/Parent Guidance

(SB 42 Enrollment)

No home school students should attend workouts or practices/competitions until they are fully registered.

Once notified of a home school student's intent to attend your school:

The parent/guardian must complete the SB42 enrollment request process outlined below.

Enrolling Adult Actions:

- The enrolling parent/guardian must send an email to the high school Athletic Director, indicating the intent to enroll the student under the SB42 at least 30 days before the first school day of the semester in which a home study student will enroll in a qualifying course.
 - A list of the current school Athletic Directors can be found at www.paulding.k12.ga.us/Page/45741

The email must include:

- The SB42 Declaration Form indicating which extracurricular activities in which the student plans to participate.
 - A copy of the student's most recent annual progress report as provided in Georgia's requirements for home school programs and include the student's instructor's individualized assessment of the student's academic progress in all courses (reading, language arts, mathematics, social studies, and science).
 - A written verification by the home school instructor that the student is currently receiving a passing grade in each home study program course and is maintaining satisfactory progress towards advancement.
 - A written verification of the date of the initial home school enrollment by the home school instructor or administrator.
 - A current copy of the student's transcript including the number of cumulative units earned to date.
 - A copy of the current year Home Study Program Declaration of Intent submitted to the Georgia Department of Education.
- Schedule an appointment to register the student before the first school day of the semester in which student will enroll in a qualifying course.
 - Link to Central Registration: <https://booknow.appointment-plus.com/6g9blvrc/>
 - Once appointment is scheduled, parent will receive a confirmation email that includes registration requirements and a link to PCSD's secure Online Registration System (OLR) to register their student(s) and upload all enrollment documents.

School Actions:

- Registration Processing: The school Athletic Director will provide a copy of the SB42 Declaration Form to the school's Counseling Clerk to complete verification and enrollment. The school's counselor clerk will process the registration packet from Central Registration as normal.
- Virtual Class Requests: The school Athletic Director will notify the Director of Advising & Counseling if the student has requested a virtual class to be taken through the Paulding Virtual Academy. The Director of Advising & Counseling will collaborate with the school Counselor and the Director of NHEC to determine if there is adequate class space to accommodate the request. The final decision for approval or denial of the request will be determined by the Director of NHEC.
- Eligibility Processing: The school Athletic Director will send the student's transcript to the Director of Advising & Counseling for evaluation for eligibility. Once the evaluation is complete, the Director of Advising & Counseling will notify the school Athletic Director and the PCSD Athletic Director with the eligibility findings. The school Athletic Director will then submit the Home School Transfer Student Application (Form HS) to the GHSA.
- Parent Notification: The school Athletic Director will reach out to the enrolling parent to notify them of the completion of the registration and eligibility process via email, copying the school counselor.
- Class Scheduling: The school Counselor will schedule the student into a class and collaborate with the Paulding Virtual Academy if virtual courses are requested and available.

Additional GHSA Eligibility Reminders:

- **Once registered, GHSA eligibility will be submitted through the transfer eligibility Form HS which will require the following:**
 1. One course facilitated by the school must be taken by the home school student each semester. The approved course may be face to face, virtual, or dual enrollment. The student must be registered 30 days prior to participation.
 2. The student must meet academic eligibility requirements through the GHSA, which requires a transcript evaluation by the Paulding County School District. This evaluation process is only applicable for SB42 students and should the student decide to enroll full-time with our district at a later time, then the student would be subject to a transcript evaluation based on Board Policy JBC(4) which could affect the student's eligibility.
 3. The student must live in the service area in which he/she participates, residence information must be provided.
 4. The student must provide the name of the home school curriculum used and a transcript.
 5. School attendance beginning and ending dates will be provided beginning with the 9th grade.
- **Additionally, the bill specifies that a student that withdraws from a public school to home school will be ineligible for one calendar year.**

Home school students must meet all requirements public school students meet for enrollment including a current physical examination and proof of insurance. They must try out, pay participation fees, and meet any other requirements all students must meet.