



**NICHOL SCRIBNER**  
**County Superintendent of Schools**  
PO Box 519/1111 Main St. Thompson Falls, MT 59873 406-827-6922

July 31, 2020

Dear Home Educator:

As the County Superintendent of Schools, it is my role to inform you of the requirements for home schooling in Montana and your responsibilities concerning notification outlined in law (MCA 20-5-109(5)). Annual notifications of your intent to home school is **required**.

According to Montana Law **20-5-109**, MCA states in part that nonpublic schools (including home schools) shall: (1) Maintain records on pupil attendance and disease immunization and make the records available to the County Superintendent of Schools on request; (2) Provide at least the minimum aggregate hours of pupil instruction in accordance with **20-1-301** and **20-1-302** (3) Be housed in a building that complies with applicable health and safety regulations (4) Provide an organized course of study that includes instruction in the subjects required of public schools as a basic instruction program pursuant to **20-7-111** and (5) Notify the County Superintendent of Schools each school fiscal year of the student's attendance at the home school.

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

1. **Home School Notification Form**

To qualify your child(ren) for exemption from compulsory enrollment, you must notify the County Superintendent of Schools 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, or within the first week of the school term in your district or when you establish residence in the district.

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. The required hours of instructions by grade per year are as follows:

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

3. **Home School Attendance Reports**

Home school attendance reports are used to document days of instruction, and course of study.

These records and other records you wish to keep on file with County Superintendent of Schools can facilitate the transfer of your student(s) back to public school should you desire to do so at some time in the future. Additionally, they also can assist with entry into institutions such as colleges or the military.

Please do not hesitate to call this office if you have any questions or need assistance.

A handwritten signature in black ink that reads "Nichol Scribner".

NICHOL SCRIBNER  
County Superintendent of Schools  
Sanders County

# Sanders County Home School Notification

School Year: 2020 - 2021

School District of Residence: \_\_\_\_\_

Dear Parent,

This form is the required annual notification of your intent to home school your child(ren). Please fill it out completely and return it to our office by September 1<sup>st</sup> of each school year.

Please feel free to contact me if you have any questions.

Sincerely,

NICHOL SCRIBNER  
Sanders County Superintendent of Schools  
1111 Main Street / PO Box 519  
Thompson Falls, MT 59873  
406-827-6922 / 406-827-6971(fax)  
[nscibner@co.sanders.mt.us](mailto:nscibner@co.sanders.mt.us)

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**PLEASE LIST ALL STUDENTS TO BE HOME SCHOOLED:**

First Name	MI	Last Name	Date of Birth	Grade
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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Residential Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Parent Name (First, MI, Last - Printed) \_\_\_\_\_

Parent Signature \_\_\_\_\_

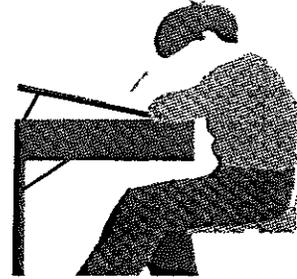
Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Comments: \_\_\_\_\_

Date received by Superintendent's Office: in person / by mail / by email / by fax: \_\_\_\_\_

# Sanders County Superintendent of Schools



HOME SCHOOL ATTENDANCE REPORT  
*(TO BE FILED AFTER EVERY 90 DAYS OF INSTRUCTION)*

**SECOND** SEMESTER OF SCHOOL YEAR: 2020 - 2021

DATE: \_\_\_\_\_

PARENT/INSTRUCTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

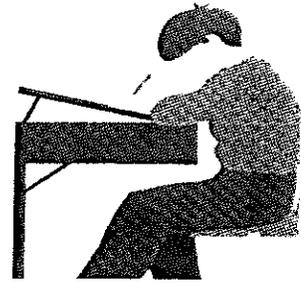
STUDENTS NAME	BIRTH DATE	GRADE LEVEL	NUMBER OF DAYS OF SCHOOL	COURSE OF STUDY USED

4 HRS. DAILY GRADE 1-3  
6 HRS. DAILY GRADE 4 AND UP  
20-1-302 M.C.A.

RETURN TO THE SANDERS COUNTY SUPERINTENDENT OF SCHOOLS AT THE BELOW ADDRESS:

P. O. BOX 519, 1111 MAIN STREET, THOMPSON FALLS, MT 59873 - 406-827-6922 OR FAX 406-827-6971

**Sanders County**  
**Superintendent of Schools**



HOME SCHOOL ATTENDANCE REPORT  
*(TO BE FILED AFTER EVERY 90 DAYS OF INSTRUCTION)*

**FIRST SEMESTER OF SCHOOL YEAR:** 2020 - 2021

**DATE:** \_\_\_\_\_

**PARENT/INSTRUCTOR NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

STUDENTS NAME	BIRTH DATE	GRADE LEVEL	NUMBER OF DAYS OF SCHOOL	COURSE OF STUDY USED

4 HRS. DAILY GRADE 1-3  
6 HRS. DAILY GRADE 4 AND UP  
20-1-302 M.C.A.

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**P. O. BOX 519, 1111 MAIN STREET, THOMPSON FALLS, MT 59873 - 406-827-6922 OR FAX 406-827-6971**

# ATTENDANCE RECORD

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ SCHOOL YEAR: \_\_\_\_\_

	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	
AUGUST																																	
SEPTEMBER																																	
OCTOBER																																	
NOVEMBER																																	
DECEMBER																																	
JANUARY																																	
FEBRUARY																																	
MARCH																																	
APRIL																																	
MAY																																	
JUNE																																	
JULY																																	
PARENT/GUARDIAN NAME (please print) _____																GRAND TOTAL																	

DATE: \_\_\_\_\_

All nonpublic schools must provide the minimum aggregate hours.  
 360 hours for part time kindergarten or 720 hours for full time 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 record to: Sanders County Superintendent of Schools, PO Box 519 Thompson Falls, MT 59873