

Sanders County Superintendent of Schools Office



June 25, 2025

Dear Home Educator:

Thank you for being so committed to providing a quality education for your child(ren)! As the Sanders County Superintendent of Schools, it is my responsibility to inform you of the requirements for homeschooling in Montana and your obligations regarding notification, as outlined in law (MCA 20-5-109(5)). Annual notification of your intent to homeschool is required. Enclosed in this packet is the Home School Notification Form. Please complete and return by mail, in person, email, or fax.

Montana Law **20-5-109 MCA** states in part that non-public 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 year of the student's attendance at homeschool.

To assist you in meeting these requirements, the following forms 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 homeschool each year. This form is used to provide notification and must be submitted annually, preferably as soon as you make the decision to homeschool, 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 instruction 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(s) of study.

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

Sincerely,

Alisa Garcia

County Superintendent of Schools, Sanders County
suptofschools@sanderscounty.gov | 406-827-6922



Sanders County Superintendent of Schools

1111 Main Street | PO Box 519 | Thompson Falls, MT 59873
suptofschools@sanderscounty.gov | 406-827-6922 | 406-827-6971 (fax)



Home School Notification Form 2025-2026

Notification of your intention to homeschool your child(ren) ensures compliance with MCA 20-5-109(5).

Please return this completed page to our office via mail, email, in-person, or fax by September 1 or as soon as homeschooling begins, if started mid-school year.

PLEASE LIST ALL STUDENTS TO BE HOME SCHOOLED:

<u>Student Name</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Grade</u>

As a home school, you are eligible to participate in any federal education programs that are offered by the public school in the district in which you live. A summary of the federal programs that might be offered is attached.

Services are generally provided at the public school of attendance. No funds can be directly given to a private school.

- ☐ I wish to receive a federal participation form in the spring.
☐ I do not wish to receive a federal participation form in the spring.

Please print clearly when completing the below fields:

I reside in the following Sanders County public school district: _____

Residential Address _____

Mailing Address (if different) _____

Phone Number _____

Email _____

Parent or Guardian Name (First, MI, Last - Printed) _____

Parent or Guardian Signature _____

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)



FIRST SEMESTER OF SCHOOL YEAR: **2025 – 2026**

Please return to the Sanders County Superintendent of Schools using one of the below methods:

By Mail:

PO Box 519
Thompson Falls, MT 59873

In-Person:

1111 Main St, 2nd Floor
Thompson Falls, MT 59873

Fax: 406-827-6971

Scan & Email: suptofschools@sanderscounty.gov

Call our office at 406-827-6922 or email us if you have any questions.

Date: _____ Parent/Instructor Name: _____

Address: _____

STUDENT NAME	BIRTH DATE	GRADE LEVEL	# OF DAYS OF SCHOOL	COURSE OF STUDY USED

Recommended Instruction Hours:

Grades 1st – 3rd: 4 hours daily | 180 days

Grades 4th – 12th: 6 hours daily | 180 days

20-1-301 Montana Code Annotated (MCA) – School fiscal year: July 1 – June 30.

The minimum aggregate hours required by grade are:

(a) 360 hours for a half-time kindergarten program or 720 hours for a full-time kindergarten program;

(b) 720 hours for grades 1 through 3; and

(c) 1,080 hours for grades 4 through 12.



Sanders County | Superintendent of Schools

HOME SCHOOL ATTENDANCE REPORT

(To be filed after every 90 days of instruction)



SECOND SEMESTER OF SCHOOL YEAR: **2025 – 2026**

Please return to the Sanders County Superintendent of Schools using one of the below methods:

By Mail:

PO Box 519
Thompson Falls, MT 59873

In-Person:

1111 Main St, 2nd Floor
Thompson Falls, MT 59873

Fax: 406-827-6971

Scan & Email: suptofschools@sanderscounty.gov

Call our office at 406-827-6922 or email us if you have any questions.

Date: _____ Parent/Instructor Name: _____

Address: _____

STUDENT NAME	BIRTH DATE	GRADE LEVEL	# OF DAYS OF SCHOOL	COURSE OF STUDY USED

Recommended Instruction Hours:

Grades 1st – 3rd: 4 hours daily | 180 days

Grades 4th – 12th: 6 hours daily | 180 days

20-1-301 Montana Code Annotated (MCA) – School fiscal year: July 1 – June 30.

The minimum aggregate hours required by grade are:

(a) 360 hours for a half-time kindergarten program or 720 hours for a full-time kindergarten program;

(b) 720 hours for grades 1 through 3; and

(c) 1,080 hours for grades 4 through 12.



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
OR scan and email a copy to suptofschools@sanderscounty.gov.

Description of Federal Educational Programs

ESEA Title 1 Par A: Improving the Academic Achievement of the Disadvantaged (TIA)

Provides financial assistance to the 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 academic standards in reading and math.

ESEA Title I Part C: Migrant Education Program (T IC)

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 (T IIA)

Provides funds to increase student achievement by improving the effectiveness of teaching. (Private/non-public 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 & Immigrant Students (T IIIA)

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 during 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 (SF)

Supports nutrition and nutrition education work to provide children with access to healthful meals and encourage healthy lifestyles. The private/non-public 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/non-public nonprofit school is also required to submit documentation from the IRS stating that it has tax-exempt status under 501(c)3.

Special Education IDEA, Part B (SE B) (SE P)

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/non-public 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 (VoEd)

Provides funds to assist high schools in paying the additional costs of approved career and technical education programs.

Note: For information regarding your participation in any of the above federal programs, please contact your local public school district.