

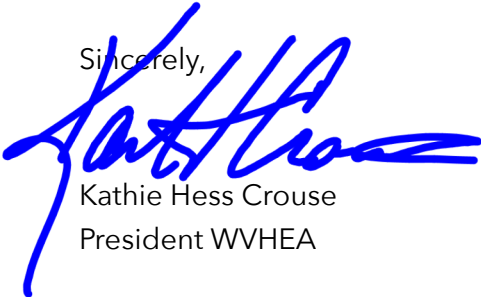


Dear Parent

The Notice of intent along with your diploma is to be sent to the superintendent of your county board of education. Please take the following steps

- 1) Fill out the NOI provided by WVHEA, CHEWV, or HSLDA - DO NOT use one from the BOE
- 2) Get a copy of your GED/TASC/Diploma/Certification/Degree
- 3) Make a copy of all your paperwork and keep originals.
- 4) Place copies in an envelope addressed
Superintendent
% Attendance Director
Your COUNTY BOE ADDRESS
- 5) Take to Post Office and tell them you want to mail it Certified Signature Return Receipt (~\$7)
- 6) Keep all paperwork from post office and all originals - keep these together – this is your proof of submitted paperwork
- 7) If you do not receive the return receipt from post office, you can go to [USPS.com](https://www.usps.com) and enter your tracking number and print up the delivery

Sincerely,



Kathie Hess Crouse
President WVHEA

PO Box 628, Teays WV 25569 800-736-WVHE (9843) [WVHEA.org](https://www.wvhea.org)

Updated Oct 2021



**West Virginia Notice of Intent to Provide Home Instruction
W.V. Code §18-8-1(c)(2)**

I, _____ the parent/legal guardian of the children listed, do hereby present this notice of intent to the county superintendent or county board of education and assure that my child(ren) will receive instruction in reading, language arts, science, social studies and math and will be assessed (portfolio or testing) annually in accordance with W.V. Code § 18-8-1(c)(2).

Results of assessment (portfolio or testing) will be submitted to the county superintendent for grades 3,5,8, and 11 by June 30th.

I shall notify the county superintendent upon termination of home instruction for a child who is of compulsory attendance age or upon moving to a new county.

The person providing instruction has a high school diploma or the equivalent or a post-secondary degree or certificate (evidence included).

Child/ren

Age

Children's address _____

Parent Name _____ Date _____

Parent's Signature _____