

Dear Superintendent,

Our student, _____, is now at the point of finishing their homeschool high school program. As you are aware, we have submitted all Individualized Home Instruction Plan forms, quarterly reports and annual evaluations under NYS Regulations 100.10 for the equivalent of four years of high school.

In order to foster their higher education and/or career path, we respectfully request a letter from you attesting to the completion of a four-year high school program in compliance with Section 100.10 of the Regulations of the Commissioner of Education- the requirements for a homeschool program.

Such a letter might say:

I have examined all of the records submitted for _____ in accordance with Section 100.10 of the Regulations of the Commissioner of Education. The records show that Individualized Home Instruction Plan (HIP) forms, quarterly reports and annual assessments have been received for the equivalent of four years of high school work in a home instruction program. Therefore, I hereby certify that _____ has completed the substantial equivalent of a four-year high school course in compliance with Section 100.10.

Please respond within ten business days to our request for this letter.

You can find more information in the Guidance letter from the New York State Education Department at <http://www.nysed.gov/memo/nonpublic-schools/guidelines-revised-rules-and-regulations-relating-requirements-conferral>.

Thank you for your time on this matter.

Sincerely,
