

Welcome to Peace Learning Connection!

We are excited to have your family apply for Registration with Peace Home Learning Connection, supervised by the school authority (funded) Homeschool option.

Parent Directed Home Learning offers several advantages for the family/student including

1. **Customized Learning Environment:** Homeschooling allows for a personalized and flexible learning environment tailored to the student's pace, learning style, and interests. This individualized approach can enhance understanding and retention of information.
2. **Flexible Schedule:** Homeschooling provides the flexibility to create a schedule that suits the family's lifestyle. This can be particularly advantageous for families with unique circumstances, such as travel, medical needs, or other commitments.
3. **One-on-One Attention:** With a lower student-to-teacher ratio, homeschooling often allows for more individualized attention. This can help address specific learning needs and provide a deeper understanding of subjects.
4. **Freedom in Curriculum Choices:** Homeschooling families have the flexibility to choose their own curriculum, incorporating diverse educational philosophies and materials. This can lead to a more holistic and well-rounded education.
5. **Promotes Critical Thinking and Creativity:** The flexibility in teaching methods and the ability to explore topics in-depth can stimulate critical thinking skills and creativity. Students often have the opportunity to delve into subjects of personal interest.
6. **Opportunities for Real-World Learning:** Homeschoolers often have more opportunities for hands-on, real-world learning experiences, such as field trips, community involvement, and internships, which can complement traditional academic studies.

From the Alberta Education home Education Handbook:

Home education is an approach to educating a student where parents are responsible for making key education decisions. Parents or guardians choosing a home education program for their child assume the primary responsibility for their child's education. In accordance with the Home Education Regulation, parents are responsible for planning, managing, providing, evaluating, and supervising their children's courses of study.

Guardians are encouraged to read through the entire handbook which is available on the Peace Home Learning Connection Website:

<https://www.peacelearningconnection.ca/peace-home-learning/documents>

Application Process

To apply for a Supervised by school authority (funded) Homeschool option, there is some paperwork that needs to be completed for the student to be eligible for funding. All paperwork must be completed and returned to the division prior to the September 29 funding deadline. Missing forms may result in loss of funding available for the student for the year.

For Kindergarten, children must be aged 4 years 8 months as of August 31st and less than 6 years old by September 1 of the school year (born on or before December 31, 2019, for the 2024-245 school year). For Grades 1-12, children must be aged 5 years 8 months but less than 20 years old as of September 1st (born on or before December 31, 2018, for the 2024-25 school year).

We have included links to all the forms as well as attached copies of fillable forms at the end of this handbook. All forms can be emailed to peacehomelearning@prsd.ab.ca

Steps for Registration

Peace Home Learning Connections requires:

Annually:

1. A Notification form for Home Education Program. Alberta Education requires this notification form to be completed yearly. Link to form:
https://www.alberta.ca/system/files/custom_downloaded_images/edc-home-education-notification-form-program-supervised-by-school-authority.pdf
2. An Initial Homeschool plan. Parents/Guardians must submit an updated Homeschool plan for the student on a yearly basis. See the next page for details.
3. A Peace River School Division Registration form completed online at <https://www.prsd.ab.ca/registration>. You will be asked for the student's citizenship document such as a birth certificate or passport which can be uploaded directly with the registration. We only require this document once, if we have it on file, you do not have to resubmit it every year. As well the Notification Form and Homeschool plan can be uploaded directly in the registration portal if you have them at that time.
4. Completion of a Direct Deposit/Reimbursement Form. This allows us to process your Electronic Funds Transfers for Reimbursements. **This form only needs to be completed on initial registration, or if updates to banking are needed:** Link to form here:
<https://www.peacelearningconnection.ca/download/447384>

Please do not hesitate to contact us at Peace Home Learning if you have any questions or need support in completing any of the forms.

Completing a Homeschool plan.

Alberta Education requires a yearly homeschool plan to be submitted to the supervising school authority. For Students Receiving Home Education Programs that **Do Not** Follow the Alberta Programs of Study, located in the Home Education Regulation, we require an initial learning plan for the year. This plan can and often will be updated throughout the year to correspond to any changes in your students' learning.

Please fill out the linked Google Form, your responses will be used to create the initial plan which will be shared with you so updates can be made during the year by you, or after meeting with your facilitator. This is an in progress document, that can be updated by the guardians to fit your students changing educational goals.

[Initial HomeSchool Plan Google Form](#)

Please don't hesitate to reach out if you have any questions.

Reimbursement

As outlined in the Application process, parents can officially register their children for homeschooling by notifying us between March 20th and September 29th each year. The province of Alberta provides funding for registered home school students, managed through an associate school board or an associate private school.

For the 2024-25 school year, the funding amounts are as follows:

1. Grade levels 1 to 12: \$901.00
2. Kindergarten: \$450.50

Families joining after the September 29th deadline can still register but won't receive provincial funding. Remember to renew your notification annually. Students can only be registered with one board at a time. If plans change before September 29th, please contact us promptly.

Home education funds aim to offset costs for learning materials or services. Parents can access funding through direct billing (purchase order numbers) or reimbursement after their child's Program Plan is in place. Ensure materials align with your Program Plan for reimbursement. Receipts are required for reimbursements to avoid potential taxation issues.

Please note that funding is tied to your completed Home Education Plan and completion of a Registration Form and Home Intent Form.

Facilitator Visits

Your assigned facilitator will normally conduct a minimum of TWO meetings per year. Once in the fall and the other in the spring.

Home Education Planning/ Facilitator meetings will be offered both by phone and virtually this year. In person visits will no longer be available.

Checklist:

- ☐ Registration Form Complete
- ☐ Initial HomeSchool Plan Form Complete
- ☐ Direct Deposit Form Complete
- ☐ Homeschool Intent Form Complete

Explaining the Home Intent Form

- This form is for parent-directed home educators only.
- You do not have to know the Alberta Student number of your child. We will look that up for you.
- The name of the resident school board is the public school division that is located where you live (#11).
- The name of the education program you are going to use is Peace Learning Connection (there is no question related to this).
- The question about who is going to be administering the program (#14) is a question only for people who are using another family's homeschool or an outside teacher to provide programming. It is not PRSD or any of our facilitators.
- The question regarding assistance in setting up the program (#13): if you check yes you are NOT giving up any responsibility or control over your child's education. This is just an administrative question that lets us know how much time to book for your first home visit.
- The French language question is completely up to you. You can check either box. Our home education program has limited access to French programming and you will have to procure your own resources for French programming.
- In Part B you are asked which program you choose. Please check only ONE. If you choose the first one, you are required to teach ALL the outcomes in the Alberta program of studies. If you check the second box, you are required to teach from the home education regulations. The second option is more flexible.
- The last part of the form states that your child will not receive a diploma if you are doing a parent directed program. This is only true if you choose to continue past grade 9. Grade 10 and up are the grades where students collect credits for high school graduation.



HOME EDUCATION REGULATION A.R. 89/2019

NOTIFICATION FORM FOR HOME EDUCATION PROGRAM SUPERVISED BY A SCHOOL AUTHORITY

Education Act, Section 20

The personal information collected on this form is collected pursuant to the provisions of Section 33(c) of the **Freedom of Information and Protection of Privacy Act**, R.S.A 2000, cF-25, the *Student Record Regulation*, A.R. 97/2019 and Section 2 of the *Home Education Regulation*, A.R.89/2019 (in the case where the collection is done by an associate board) and pursuant to the provisions of the **Personal Information Protection Act**, the *Private Schools Regulation*, A.R. 93/2019 and Section 2 of the *Home Education Regulation*, A.R. 89/2019 (in the case where the collection is done by an associate private school) for the purposes of: (a) notifying a School Board or an Accredited Private School that a parent/guardian wishes to educate a student in a home education program, (b) verifying that a student is eligible for a home education program, (c) and for providing further particulars on the home education program in which the student will be participating so that the associate board or accredited private school can supervise the program to ensure compliance with the **Education Act**. This information will be treated in accordance with the **Freedom of Information and Protection of Privacy Act** and the **Personal Information Protection Act** as applicable and depending on whether the personal information is in the custody of an associate board or an associate private school. Should you have any questions regarding this activity, please contact, Alberta Education, Field Services, 9th Floor, 44 Capital Boulevard, 10044 – 108 Street NW, Edmonton, Alberta, T5J 5E6 Telephone: 780-427-6272 (toll-free by first dialing 310-0000).

Alberta Education does not require parents/guardians who complete a Notification Form to complete a registration form for the associate board or associate private school.

Parents/guardians choosing shared responsibility programs may be required by the school to complete additional forms. Part A and B must be completed by the parents/guardians and submitted to the proposed associate board or associate private school. Part C must be completed by the associate board or private school. Parents/guardians must be notified in writing of the decision of the associate board or private school to supervise or continue to supervise the home education program within 15 school days of the associate board or private school receiving the Notification Form.

Part D must be completed by the parent/guardian and submitted to the proposed associate board or associate private school. This part relates to the required descriptions of those components of the proposed Home Education Program that relate to Learning Outcomes referred to in the *Home Education Regulation*.

PART A Student Information

€ Notification of Intention to Home Educate with a new associate board or associate private school. € Notification of Renewal of Intention to Home Educate with the same associate board or associate private school.

1. _____ Legal
Surname Legal Given Name(s)

2. Birthdate: _____ 3. Gender: _____ 4. Registration Date: _____ (mm / dd / yyyy) (M/F/X)
(mm / dd / yyyy)

5. Student Also Known As: _____
Surname Given Name(s)

6. The name of the student's parent/guardian (as defined in the **Education Act**, Section 1(1) and (1)(x)(v):

_____, _____ () _____ () _____ / _____ (last name)
Parent/Guardian 1 (first name) Parent/Guardian 1 Home Phone Work/Fax

_____, _____ () _____ () _____ / _____ (last name)
Parent/Guardian 2 (first name) Parent/Guardian 2 Home Phone Work/Fax

Parent/Guardian E-mail Address:

Alberta Student Number (ASN)

(To be provided by the school)

7. The address and telephone number of the student:

Street address or legal description (Area code) Telephone number

Community Province Postal Code

The address and telephone number of the parent/guardian (if different from the student's):

Street address or legal description (Area code) Telephone number

Community Province Postal Code

8. The address where the education program is to be conducted (if different from the above):

Street address or legal description (Area code) Telephone number

Community Province Postal Code

9. The citizenship of the student and, if the student is not a Canadian citizen, the type of visa or other document by which the student is lawfully admitted to Canada for permanent or temporary residence, and the expiry date of that visa or other document:

10. The estimated grade level of the student: _____ 11.

The name of the resident school board: _____

12. Education program and name of school or name of associate board or associate private school for the previous school year: _____

13. Is assistance required in preparing the home education program plan? (Check one) ☒ Yes ☒ No

14. Provide the name of the person(s) providing the home education program or instructing the home education program, if not the parent/guardian: _____

15. a) **For associate school boards** – please see note below:

If you wish to declare that you are an Aboriginal person, please specify:

☒ Status Indian/First Nations

☒ Non-Status Indian/First Nations

☒ Métis

☒ Inuit

Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. Alberta school boards are also collecting this information pursuant to the same section in conjunction with section 2(1)(t) of the Student Record Regulation and for the same purposes.

For more information, please contact the office of the Director, Strategy and System Supports, First Nations, Métis and Inuit Education Directorate, Alberta Education at 780-427-8501 (toll-free by first dialing 310-0000). If you have questions regarding the collection activity by your school board, please contact the School Board Superintendent.

b) **For associate private schools (if private school is a Level 2 Accredited Funded Private School)** – please see note below:

If you wish to declare that you are an Aboriginal person, please specify:

☒ Status Indian/First Nations

☒ Non-Status Indian/First Nations

☒ Métis

☒ Inuit

Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success.

Pursuant to section 13 and 14 of the Personal Information Protection Act (PIPA), Level 2 accredited private schools in Alberta are collecting this information in order to develop policies, programs and services to improve Aboriginal learner success.

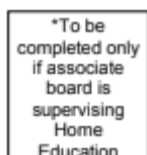
For more information, please contact the office of the Director, Strategy and System Supports, First Nations, Métis and Inuit Education Directorate, Alberta Education at 780-427-8501 (toll-free by first dialing 310-0000). If you have questions regarding the collection activity by the school, please contact the school principal.

16. Section 23 Francophone Education Eligibility Declaration

Section 2 (1) of the Student Record Regulation states that:

The student record for a student or child must contain all information affecting the decisions made about the education of the student or child that is collected or maintained by a board or an private early childhood services program operator, regardless of the manner in which the student record is maintained or stored including

(s) in the case of a student record maintained by a board, other than a person responsible for the operation of a private school, if the parent/guardian of the student or child has the right to have the student or child receive primary and secondary school instruction in the French language under section 23 of the Canadian Charter of Rights and Freedoms, a notation to indicate that and a notation to indicate whether the parent/guardian wishes to exercise that right.



Pursuant to Section 23 of the *Canadian Charter of Rights and Freedoms*:

Citizens of Canada

- whose first language learned and still understood is French; or
- who have received their primary school instruction in Canada in French have the right to have their children receive primary and secondary instruction in French; or
- of whom any child has received or is receiving primary or secondary school instruction in French in Canada, have the right to have all their children receive primary and secondary school instruction in the same language.

In Alberta, parents/guardians can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone Regional authority.

A. According to the criteria above as set out in the *Canadian Charter of Rights and Freedoms*, are you eligible to have your child receive a French first language (Francophone) education? (Please place an X in the appropriate box.)

☒ Yes ☒ No ☒ Do not know

B. If yes, do you wish to exercise your right to have your child receive a French first language (Francophone) education? ☒

☒ Yes ☒ No

PART B Declaration by Parent/Guardian

I/We, _____, the parent(s)/guardians(s) of _____ the student, declare to the best of my/our knowledge that the home education program and the activities selected for the home education program will enable the student (check as applicable):

☒ to achieve the outcomes contained in the Alberta Programs of Study.

☒ to achieve the outcomes contained in the Schedule included in the *Home Education Regulation*.

In addition, I/We understand and agree that the instruction and evaluation of my/our child's progress is my/our responsibility and that the associate board or private school will supervise and evaluate my/our child's progress in accordance with the *Home Education Regulation*.

I/We understand and agree that the development, administration and management of the home education program is our responsibility.

Parents/guardians who provide home education programs acknowledge that there are implications when they choose to use programs different from the Alberta *Programs of Study*:

1. Students may not apply to a high school principal for high school credits.
2. Students may not receive an Alberta High School Diploma.

Any student in a home education program may write a high school diploma examination. However, the diploma examination mark achieved will stand alone and will not result in a final course mark unless accompanied by a recommendation for credit by a high school principal. A final course mark requires both a school awarded mark and a diploma examination mark. Arrangements to write diploma examinations should be made well in advance of the writing date by contacting the associate school board or associate private school for assistance or Exam Administration at 780-643-9157.

Signature(s) of Supervising Parent(s) or Legal Guardian(s) (mm / dd / yyyy)

PART C Associate School Board or Associate Private School Notification of Acceptance

As per Section 2(3) of the *Home Education Regulation* the associate board or associate private school must reply in writing to the parent/guardian not more than 15 school days after the date on which it is notified whether it agrees to supervise or continue to supervise the Home Education Program.

This agreement: ☒ is accepted ☐ is not accepted by the ☐ is provisionally accepted by

(Print the name, address and phone number of the associate board or private school)

Signature of Superintendent or Principal (mm / dd / yyyy)

PART D Requirements for the Home Education Program for Components of the Program that Do Not Follow the Alberta Programs of Study

If portions of the student program will enable the student to achieve the outcomes contained in the Schedule included in the *Home Education Regulation*, please attach according to this Form the required written description of the Home Education Program for a student who is following the *Schedule of Learning Outcomes for Students Receiving Home Education Programs That Do Not Follow the Alberta Programs of Study*:

1. Describe in the home education program plan, the instructional method to be used, the activities planned for the program and how the instructional method and the activities will enable the student to achieve the learning outcomes contained in the Schedule.
2. Identify the resource materials, if different from provincially authorized materials, to be used for instruction.
3. Describe the methods and nature of the evaluation to be used to assess the student's progress, the number of evaluations and how the evaluation addresses the learning outcomes in Question 1.
4. Describe the associate board or associate private school facilities and services that the parent/guardian wishes to use.

Home Education Expense Reimbursement Guidelines

Parents of students in parent-directed and shared responsibility home education programs can be reimbursed for some of the materials required to educate their child at home. This document is a guide as to how those funds can be allocated which must be consistent with the *Home Education Regulation*. See also the [Home Education Handbook](#).

Funding is provided to parents based on the following considerations which are further articulated in the [Standards for Home Education Reimbursement](#):

1. The reimbursement requested is directly related to the approved home education plan that the parent has written and submitted,
2. The parent has provided detailed receipts or invoices showing proof of payment, The receipts must be itemized.
3. Reimbursement cannot be for any form of personal remuneration for the parent, cannot pay for travel costs, and cannot pay for other expenses usually required to be paid by a parent of a student who is enrolled in a school operated by a board or private school.

Parents may transfer some or all of their unused home education funding to the associate school board by signing a [parent declaration form](#). These funds can be used by Peace Home Learning Connection to support ongoing programming and provide funding to those families who are not eligible for funding. Any funds that have not been used or transferred to the associate school board by the end of the second year are returned to Alberta Education.

Parent-Directed Home Education:

For the 2023-24 school year, the funding amount for each (funded) home education student is as follows:

1. Grade levels 1 to 12: \$901.00
2. Grade level of kindergarten: \$450.50

This money is provided to parents after the school division receives receipts and confirms the expenses are consistent with the Standards for Home Education Reimbursement. Reimbursements will begin to be paid out in October on the condition that all outstanding forms for the current year are completed. Parents have up to two years to access this funding.

Note that Kindergarten students are eligible for funding if they are four years and eight months old, and no older than six years old, on September 1 of the year they are to start Kindergarten.

Shared Responsibility Programming:

Parents in a Shared Responsibility Program may access a portion of the home education funding corresponding to the percentage of the program that is parent-directed home education. Example calculations are below:

Parent-Directed	Teacher-Directed	Amount Available to Parent
20%	80%	\$180.20
50%	50%	\$450.50
75%	25%	\$675.75

Reimbursable Expenses

The following tables have been taken from pages 2 and 3 of the [Standards for Home Education Reimbursement](#):

Recommended for reimbursement
<i>Determine if the expense being claimed is for something related to: the programs of study; instructional materials; or other resources related to the home education program.</i>
Consumables – paper, pencils, art supplies, general workbooks, ink
Curriculum based – workbooks, textbooks, reading books
Online curriculum programs – learning programs on CD
Learning aids – manipulatives (supported in the student program)
Computers, technology equipment (i.e., printers), including repairs and upgrades
Internet services – 50% of monthly fee from September to end of August
Tutoring – Group or individual lessons necessary for the student's program delivered by a subject matter expert who is not an immediate family member
Lessons – including, but not limited to, music, swimming, and language lessons taught by a certified instructor and in relation to the student's program
Tangible assets – e.g., cameras, telescopes, musical instruments, physical education equipment, sewing machines
Home economic edibles
Admissions/field trips (up to a maximum of 50% of the funding provided to parents) – Ensure reimbursements are for activities related to the student's program, which may include zoo admission, theatre tickets related to literature study, museum admissions, science centre entrance fees, and multi-use recreation centres. <i>Reimbursable amounts should be for the fees paid for the student only. The purchase of family admission is permissible in cases where it is more cost-effective than purchasing multiple individual student admissions. Multiple admissions or annual passes are acceptable for activities when directly related to the student's home education plan.</i>
Reimbursement for parent admissions and travel costs are not acceptable.
Postage/shipping and handling from vendors to the home education family

Not recommended for reimbursement
<i>Expenses that are considered a cost of operating a home school and not associated with the program and/or usually required to be paid for by a parent of a student enrolled in a school operated by a board or private school.</i>
Furniture
Warranties/Insurance
Competitions – including, but not limited to, swim meets and tournament costs
Registration fees – including, but not limited to, sports teams, community leagues, and summer camps
Postage, fax costs and long-distance charges to an associate school board or private school and its teachers
Reimbursement for parent admissions and travel costs are not acceptable.

Purchase Orders (PO)

Some companies are able to bill Peace River School Division directly through the use of a Purchase Order (PO). Each PO number is unique and may only be used once. Please submit a list of desired items and costs to your Program Facilitator for approval. Then a PO will be issued to you.

There are no PO numbers issued before the first week of October, providing a new registration with Peace Learning Connection has been completed and approved, and a new Home Education Plan has been submitted and approved.

Company Name	Phone Number	How it works:
Math U See	1-888-854-6284	You create an order and email your facilitator with the amount and details of the order. We will provide you with a PO number to complete your purchase. The company will bill us directly and the amount will be reduced from your reimbursement allocation.
Scholars Choice	1-800-265-1095	You create an order and email your facilitator with the amount and details of the order. We will provide you with a PO number to complete your purchase. The company will bill us directly and the amount will be reduced from your reimbursement allocation.
Learning House	1-866-875-5550	You create an order and email your facilitator with the amount and details of the order. We will provide you with a PO number to complete your purchase. The company will bill us directly and the amount will be reduced from your reimbursement allocation.
Scholastics Canada	1-800-268-3860	You create an order and email your facilitator with the amount and details of the order. We will provide you with a PO number to complete your purchase. The company will bill us directly and the amount will be reduced from your reimbursement allocation.



Home Education Reimbursement VENDOR SETUP-ELECTRONIC FUNDS TRANSFER (EFT) FORM

To receive payments issued by the Peace River School Division

Complete ALL FIELDS below, attach a void personalized cheque and send to:

The Peace River School Division
4702 51 St
Box 380
Grimshaw AB T0H 1W0

Attention: Tammy Chaffey
Email: Finance@prsd.ab.ca

By completing and submitting this form you agree that your banking information will be used by the Peace River School Division for the purpose of automatically depositing Canadian dollar invoice payments directly to your Canadian dollar account.

Peace River School Division remittance statements will be emailed to you from Finance@prsd.ab.ca Please ensure this email address is added to your list of contacts.

Date: Vendor ID (internal use only)

Guardian Information

Name:

Address:

City: Province: Postal Code: Email Address (for remittance statements):

Telephone:

Signature:

I want to be paid by Direct Deposit (Complete section below) Mail me a Cheque

Supplier Bank Information: Complete the information and attach a void personalized cheque or direct deposit form issued by your recognized Canadian financial institution.

Name of Bank: _____ View cheque example

Address of Bank: _____

Institution #: _____ Bank/Transit #: _____ Account #: _____

If at any time your banking information changes, please notify the Peace River School Division at the above address prior to the change by completing the required documents. In the absence of such notification, Peace River School Division will not be held responsible for misdirected funds.



ELECTRONIC FUNDS TRANSFER (EFT) FORM

To receive payments issued by the Peace River School Division

Example of a Canadian Cheque

FIRST LASTNAME
1234 AVENUE ST
CITY, PROV. Z1Z 1Z1
Tel: (416) 555-9999

PAY TO THE ORDER OF _____ \$ _____

IN Institution Name
Institution Full Name
Internet: www.institution.com
2345 Street Ave.
City, Prov. Z1Z 1Z1

000

100 DOLLARS

⑈000⑈ ⑆0⑆234⑆00⑆ 1234 56⑈7⑈

⑈000⑈ ⑆0⑆234⑆00⑆ 1234 56⑈7⑈

Transit # Institution # Account #

If at any time your banking information changes, please notify the Peace River School Division at the above address prior to the change by completing the form

Home Education Expense Reimbursement

School Year:	
Child(ren)'s Name(s):	
Parent's Name:	
Address:	
Date:	

Please read the [Standards for Home Education Reimbursement](#) for additional information on eligible reimbursements.

Vendor/Store	Date	Amount Not Inc. GST	G.S.T.	TOTAL Amount of Receipt in CAN \$ (include GST)	Total Allowable % Eg. instructional supplies 100%, Internet 50%
TOTAL		\$	\$	\$	

Signature of Parent: _____

**if the receipt is in US dollars, we do require a picture of Credit Card Statement (with personal details redacted) showing the CAN dollar amount charged for the transaction. Conversions done with a currency converter will not be eligible for reimbursement.*

Once complete, please email form and all receipts listed to peacehomelearning@prsd.ab.ca