



LOUISIANA DEPARTMENT OF EDUCATION

CHARTER SCHOOL HOME STUDY ENROLLMENT VERIFICATION FORM

This form is a request from a charter school to the Louisiana Department of Education (LDE) for LDE staff to access student records of one of the charter school's former students to verify the student's enrollment in a BESE-approved home study program. Upon a student's exit from public school to a BESE approved Home Study program, schools should request a copy of the students' official Home Study approval letter from the family. If a school does not obtain an approval letter from an exited student, they should verify enrollment directly with the Louisiana Department of Education. Due to R.S. 17:3914, there are new regulations and limitations around sharing of students' Personally Identifiable Information.

Instructions:

- 1) Complete Sections D and E, obtain your school superintendent's or COO's signature, scan the form, and email it to sue.millican@la.gov. The authorization form only needs to be submitted once for your Charter School unless the person designated to confirm homeschool enrollment changes.
- 2) Communicate directly with Sue Millican, sue.millican@la.gov, to verify enrollment in a BESE approved Home Study Program.
 - A) I have requested that the Louisiana Department of Education (LDE) access student records for the purposes of:

Determining home study enrollment

B) I agree that the Department will have access to the following personally identifiable information elements:

Student's Name Student's Date of Birth Student's Address
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C) For the following students:

Any student that needs verification of home study enrollment
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D) Charter School's Point of Contact Name (this is the only person permitted to confirm home study enrollment with the LDE):

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E) I consent to the LDE accessing student data listed above for the purposes stated above. (Insert Charter School name & site code)

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Signature of Charter Superintendent or COO

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Charter Superintendent or COO (print)

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Date

Internal Use Only: Date Received _____ Date(s) / Time(s) of Access _____ _____ Complete Date _____
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Louisiana Believes