

As part of the [Louisiana Department of Education's \(LDOE's\)](#) efforts to increase customer service for families, the LDOE provides families with a user-friendly [online system](#) to submit home study applications. Please read this FAQ to learn more about this online system:

**1. How can I submit an application for the home study program?**

The home study application process is completed online. However, in certain limited circumstances and/or cases of hardship, families may submit a paper application via postal mail for the home study program.

**2. Why is the Louisiana Department of Education asking for my email address?**

Providing your email address allows the LDOE to easily communicate with you regarding your home study program application. This communication will include automatic notifications once you complete the application in the online system, and official approval letters. The LDOE will **not** provide your email address to any third parties, nor will it use the email for any other purpose than to communicate with you about applying for a home study program.

**3. Why is the Louisiana Department of Education asking for information about the school my child(ren) previously attended?**

The LDOE collects information about previous attendance to ensure school systems and districts are reporting accurate information.

**4. How do I use the online system to submit a home study application?**

1. Go to the [Home Study](#) section of the LDOE's website.
2. Click on the link that says: "Click here to submit a home study application online".
3. Complete the online application form.
  - a. This form asks for the same information requested in the paper application.
  - b. Provide your email address; while optional, this allows the LDOE to communicate with families (see step 5).
  - c. One question will ask you to upload any required documentation. See [Section II: Application Instructions](#).
4. At the end of the application, click "Submit".
5. If an email address was provided, an automatic email will be sent confirming the successful submission of the home study application.
  - a. The LDOE will review the application and any uploaded documentation and either approve the application or deny the application and follow up with additional questions/next steps.
  - b. If an email was provided, the official approval letter will be sent via email the moment the LDOE approves the application.
  - c. If an email was not provided, the LDOE will mail the official approval letter to the address provided in the application.

**5. How will I upload a document into the Home Study application if I do not own a scanner?**

The online system will require home study program applicants to upload various required files (i.e. certified birth certificate for new applicants; or, a curriculum packet, standardized test scores, or statement from a certified teacher for renewal applicants). One of the online application questions will ask you to upload this documentation.

Families often use a scanner to create an electronic file out of a paper-based document. Families that do not

own scanners typically use one at either a local library or an office-supplies store. In addition, families that do not own scanners can simply take a picture of a paper document with either a digital camera or smart-phone and then upload that image.

**6. How should I contact the Department if I have any questions?**

If you have any questions about the online system for the BESE Approved Home Study program, please contact the LDOE's toll free number at 1-877-453-2721 or email [nonpublicschools@la.gov](mailto:nonpublicschools@la.gov).