

SY20\_\_\_\_/20\_\_\_\_  
**Non-DoD Schools Program (NDSP)**  
**Home Study Education Plan**

SY Beginning Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ SY Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please indicate your approach to your home-based curriculum:

\_\_\_ I am using an all-in-one curriculum for all subjects (e.g., ABEKA or K12 International or Sonlight)

\_\_\_ I am using a blended approach to cover all subjects (e.g., Virtual school & Math-U-See & Easy Grammar)

I have researched my curricular choices and certify that my choices are in compliance with home-based education requirements in the state of \_\_\_\_\_.

*(This education plan serves as documentation of compliance with the home study requirements of your selected state and for NDSP.) The following resource may assist with your research: <https://hslida.org/>*

Subject	Specific Course ( e.g., Algebra I ) and Grade Level (if different from student's grade level)	Curriculum/Program used
Reading		
Language Arts/English		
Math		
Science		

<b>Social Studies</b>		
<b>Foreign Language</b>		
<b>Physical Education</b>		
<b>Music</b>		
<b>Art</b>		
<b>Other _____</b>		
<b>Other _____</b>		

**Before completing the above plan, the family should review:**

- NDSP website information: <https://www.dodea.edu/nonDoD/generalInformation/educationalOptions/ndspHomeStudy.cfm>
- The Department of State website homeschool guidance: <https://www.state.gov/m/dghr/flo/c21941.htm>

**The family should review their home study education plan to ensure the following:**

1. The plan needs to clearly indicate the state requirements that are being followed, the grade level of the child (top of the form), and the grade level for each curricular area if it is different from the assigned grade level at the top of the form.
2. Indicate whether an all-in-one program or blended approach is being used. For example, if using Calvert, K-12 International, or Abeka for the entire program, select the first choice, 'I am using an all-in-one curriculum for all subjects'. If using Abeka for part of the program and Sonlight for other areas of the curriculum, select the second choice, 'I am using a blended approach to cover all subjects.'
3. Research your curricular choices and certify that they are in compliance with home-based education requirements in a specific U.S. state. This website may help you with your research: <https://www.hslda.org/laws/default.asp>.

4. Select one area of study for a particular subject area such as general science, botany, biology, or chemistry, but not chemistry and biology. One grade level should be selected for materials, such as Math U See for 4th grade and not Math U See for 4th and 5th grade. Do not list multiple complete curricula for the same subject area unless there is significant justification to do so, e.g., Abeka for science and K-12 for science.
5. For curriculum or program, designate the actual program used such as Rosetta Stone for French or Abeka for Language Arts.
6. Service libraries can provide free resources such as Rosetta Stone and Mango foreign language programs, e-books and e-magazines, summer reading programs, Tutor.com, test prep materials, etc.  
Army - <https://www.armymwr.com/programs-and-services/libraries>  
Air Force - <http://www.myairforcelife.com/libraries/>  
Navy - <https://www.navymwr.org/libraries/>  
Marines - <http://www.mccs-sc.com/mil-fam/libraries.shtml>

### **Purchases:**

1. Carefully review the Allowable and Non-Allowable Expenses.  
<https://www.dodea.edu/nonDoD/generalInformation/expenses/ndspExpensesHomeStudy.cfm>
2. To ensure that your home study claim(s) is properly completed, please do the following:
  - File as needed but not more often than once a month.
  - File individual claims for each child providing the required documents listed on the NDSP website found at <http://www.dodea.edu/nonDoD/HomeBasedEducation.cfm> for each child.
  - Only include items in your shopping cart that are allowable and are purchased for the NDSP program.
  - List shipping and taxes separately in the space provided at the bottom of each claim form.
  - Number each item on the claim form with the corresponding number on the receipt.
  - All invoices and brochures must be in English. If a family member is active duty, you may obtain translations through Military One Source [http://public.militaryonesource.mil/confidential-help/other-services-and-counseling?content\\_id=281421](http://public.militaryonesource.mil/confidential-help/other-services-and-counseling?content_id=281421).
  - Allow a minimum of thirty to thirty-five business days for processing.
3. If the child is receiving group lessons already established in the community, include on the [invoice](#) the days per week and time period for the class, or submit an English translation of the brochure for the group class so NDSP can confirm how many hours per week the child is attending. Some courses may be more than 1 hour per week per subject area for K-8 or more than 4 hours per week for grades 9-12. However, the family should submit for reimbursement only the allowable service. For example, a 4th grade child may be attending group music classes for 2 hours per week and the invoice and paid receipt will reflect those 2 hours a week. However, the family can only request reimbursement for the allowed 1 hour a week. See Sample Invoice: <https://www.dodea.edu/nonDoD/upload/Sampleinvoice.pdf>

If you have questions regarding the Home Study Education Plan, allowable items, or policy, contact [Program.Management@hq.dodea.edu](mailto:Program.Management@hq.dodea.edu).