

GET STARTED with the paperwork

A few suggestions

NOTIFYING THE STATE

The state of New Mexico compulsory attendance statute applies to home schooled students, and we fulfill that requirement by notifying the state that we are establishing a home school. CAPE has designed a [form](#) you may use to notify the state of your intent to home school. HSLDA has a form on its [website](#) for the use of their members. The PED has a Notification of the Establishment of a Home School [form](#) (on page 4) and an [on-line notification form](#) as well. The PED prefers on-line notification as it streamlines their process, but will accept a hard copy notification. No specific form is required by the law. You may even write a letter.

Whatever method of notification you choose, be careful to retain proof that you are in compliance with the law. We strongly recommend that you photocopy and mail it “Certified - Return Receipt Requested” or request a confirmation from the webmaster at PED. If you notify on-line, we encourage you to print the screens that include the information you provide and the confirmation of notification.

We repeat, this confirmation is your only proof that you have complied with state law.

Legally, your notification must be filed within 30 days of the establishment of a home school. If you remove your children from a public school, the truancy process can go into effect in as few as five days. We encourage you to file within that length

This form provides notification of your intent to home school. It is not a request for permission or a registration of your home school under state authority.

of time. A note to the administration of the school you are withdrawing from may be appropriate and prudent to stop the truancy process, but is not legally required.

A new form must be filed by April 1 before each subsequent year of home schooling, either on-line or hard copy.

RECORD KEEPING

CAPE has published a memorandum that summarizes the requirements for establishing a home school that includes an

open letter to anyone who has the authority to inquire. We encourage keeping it in an easily accessible file along with the other required documents.

While submitting verifying documents is no longer required by state law, maintaining immunization records (or annual waiver) is required. Some accounting of attendance (a “school calendar”) and accomplishments are important components of a family’s records, and should be kept up-to-date.

Immunization Record should be a copy of your child’s records. It may be replaced with a signed, notarized, and Department of Health-approved [Certificate of Exemption from School/Daycare Immunization Requirements](#). The Exemption must be updated every school year. Since CAPE has no official position on immunization, this should not be considered a recommendation either for or against vaccinations. Parents are encouraged to pray, research the issues and make independent decisions for their own families.

School Calendar may be as simple as a year-at-a-glance calendar; circle or highlight any 180 days you choose. You can use a diary or any other method that works for you. It is recommended that you retain these records, test scores, and grades. They are indispensable for preparing transcripts.

CURRICULUM

Researching and choosing curricula takes time, mail-ordered curriculum may be delayed, and you may want to start home schooling today. It is **not** necessary to submit lesson plans or discuss curriculum with district public school staff, meet with school counselors, or get anyone’s permission to withdraw your student.

Library books, inexpensive workbooks, encyclopedias, or even cookbooks can get you started with the required reading, language arts, mathematics, social studies and science.

One great place to inspect curriculum, ask questions, and make purchases is the [annual state home school convention](#) in April. The rest of the year, we recommend the [Education Resource Center \(ERC\)](#).

Congratulations! You now have a legally established home school in New Mexico.

We urge you to contact a local home school [support group](#) for additional information about local testing, activities, and personal encouragement. Consider subscribing to the [CAPE Communiqué](#) to get the very latest changes, updates, notices, and announcements. Become a [supporting member](#) of CAPE-NM and be a part of our work.

Keep learning right along with your kids. Pray without ceasing. Enjoy the fellowship of other home school families and most importantly, enjoy your children!