



Home Schooling in

Yellowknife Education District No. 1

A Guide for Families

Home schooling is a fully recognized educational choice in the Northwest Territories, and YK1 is here to support you. This guide walks you through everything you need to know to set up your home schooling program for the year.

What's changed since you last saw this guide

Your child's Educational Plan, the principal's written outcome, both progress discussions, and the year-end report are now combined into a single document — the Annual Program Record — instead of four separate forms. You'll still provide the same information and receive the same written updates, at the same times of year; it's simply tracked in one place, section by section, as the year unfolds.

If a serious concern about the program ever arises, that process is handled on a separate Formal Review of Program Adequacy document, attached to the Annual Program Record. Most families will never need it.

1. Who Can Register?

To home school your child through YK1, your family must ordinarily live within the district's boundaries in Yellowknife. You'll need to provide a document showing your Yellowknife address each year at registration. Acceptable documents include:

- A current utility bill in your name showing a Yellowknife address
- A municipal property tax notice
- A signed residential lease agreement
- A property purchase agreement or land title documentation
- Government-issued correspondence confirming a Yellowknife address
- Any other documentation that reasonably establishes you live in Yellowknife

In unusual circumstances, the Superintendent can waive or delay this requirement.

Living outside YK1's boundaries? You can still ask the Superintendent in writing to register your child with a YK1 school. The Superintendent will let you know the decision within 30 days.

2. How to Register

Submit a completed Home Schooling Registration Form to your registering school by —



Registration deadline: September 15 each year

Along with the form, include a proposed outline of your educational program and any other required documents. The school will confirm or deny your registration as soon as possible, and no later than September 30.

If your school is closed when you're ready to register (for example, over the summer), registrations are accepted at the District's main office.

Registering after September 15? Late registrations can be considered at the Superintendent's discretion where you can demonstrate exceptional circumstances. Keep in mind that late registrations may result in pro-rated funding for the year.

3. Your Educational Plan

Along with your registration, you'll complete Section 1 of your child's Annual Program Record — a single running record that follows your child through the whole school year. This is where you set out what your child will be learning. Your plan needs to:

- Be based on the NWT curriculum standards set by the Minister of Education
- Identify the instructional resources and materials you'll use
- Outline how you'll assess your child's progress (agreed with the principal)
- Cover the full academic year
- Be submitted as Section 1 of the district-approved Annual Program Record

You're welcome to include content beyond the NWT curriculum — the plan is yours to shape. Just ensure any additional content is consistent with Canadian and territorial law. The principal will only review the NWT curriculum portions when checking whether your plan meets the requirements.

Need more time? You can ask the principal in writing for an extension. Extensions beyond September 15 are only granted in exceptional circumstances and require Superintendent approval.

 **Important: If Section 1 of your Annual Program Record isn't submitted by September 15 (or any approved extension date), the Superintendent may cancel your home schooling registration.**

4. Your Responsibilities as a Home Schooling Parent

As the primary educator, you are responsible for:

- Delivering your child's program and making sure it meets NWT curriculum standards
- Keeping records of your child's educational progress throughout the year
- Providing the principal with a sample of your child's assessments twice a year, before each of the two scheduled progress discussions
- Participating in two progress discussions with the principal (by January 15 and June 15)
- Making reasonable efforts to act on any improvements the principal recommends

You may share home schooling responsibilities with another home schooling parent if you choose, as permitted under the regulations.

5. What the School Does

Your school principal plays an important supporting role throughout the year. They will:

- Review your Educational Plan as soon as possible, and no later than September 25, to confirm it aligns with the NWT curriculum
- Agree with you on how your child's progress will be assessed
- Record the written outcome and your agreed assessment method in Section 2 of the Annual Program Record, and provide you a copy by October 15
- Where possible, provide access to school facilities and resources to support your program
- Hold two progress discussions with you during the year, documented in Sections 3 and 4 of the Annual Program Record (by January 15 and June 15)
- Complete a year-end synthesis in Section 5 of the Annual Program Record and give you a copy

If the principal has concerns about how your child is progressing, they may suggest ways to improve the program.

6. Students with Special Learning Needs

If your child has a Student Support Plan (SSP), an Individual Education Plan (IEP), or may have exceptional learning needs, the school will:

- Let you know what educational supports are available through YK1
- Offer you a chance to speak with program support staff before or during registration
- Make sure any transition between school-based programming and home schooling is handled in a way that protects your child's rights

Having an SSP or IEP does not prevent you from home schooling. It's simply something the school will discuss with you openly.

7. Progress Monitoring Through the Year

The principal's monitoring of your program is based on the documentation and assessment samples you provide. It's meant to be fair, consistent, and respectful of different learning approaches and cultural contexts.

Evidence of your child's progress can take many forms — work samples, portfolios, assessment records, demonstrations of learning, and more — as long as you and the principal agree on the approach at the start of the year. Each progress discussion is documented directly in Sections 3 and 4 of your child's Annual Program Record, and you'll receive a copy at each step.

8. If There Are Concerns About Your Program

If the principal has serious concerns — such as missing assessments, curriculum gaps, or insufficient evidence of progress — they may initiate a formal review. This is documented on a separate Formal Review of Program Adequacy document, attached to your child's Annual Program Record. Here is how that process works:

- You'll receive written notice of the specific concerns, including the evidence behind them.
- You'll have up to 30 days to respond.
- You can request a meeting with the principal and a separate reviewing administrator.
- Your response will be considered carefully and in good faith.

- A written report goes to the Superintendent, who will meet with you before making any final decision.

The Superintendent may decide your program should continue as-is, continue with some specified changes, or — in serious cases — be terminated. If terminated, your child will be expected to return to in-person school at the school of record you named when registering. You will always receive the outcome in writing.

9. Your Right to Appeal

If you disagree with a decision made by the Superintendent under this procedure, you have the right to appeal. Every written decision will tell you how to appeal, what the deadlines are, and where to direct your appeal.

10. Funding

YK1 may provide funding to help cover the costs of your home schooling program. Here is what to know:

How much is available?

The amount (if any) is determined each year and announced by June 30 before the school year begins, so you can plan ahead. Funding is not guaranteed year to year, and registering does not automatically entitle you to a specific amount.

What can funding be used for?

Eligible expenses are instructional materials and educational services that are directly connected to the NWT curriculum and your Educational Plan. Equipment and hardware purchases (such as computers or tablets) are not eligible.

YK1 maintains a list of pre-approved materials and service subscriptions, published by June 30 each year. If you'd like to purchase something not on the list, you can request approval from the Superintendent in advance — before you spend the money.

For off-list requests, you'll need to show:

- A clear connection to the NWT curriculum and your Educational Plan
- That the material or service is appropriate for your child's grade level
- For technology items: that less costly alternatives are not suitable

How to claim reimbursement

- Use the district's approved reimbursement form
- Attach receipts for every item claimed
- Submit your claim between July 1 and May 15 of the school year, for expenses incurred in that same period

Part-time school attendance

If your child also attends school part-time, funding will be pro-rated based on the level of attendance. A child attending more than 50% of instructional hours per week is registered as a part-time student; at 50% or less, they are registered as a home-schooled student.

Key Dates at a Glance

Date	What's Due
June 30 (prior year)	District announces funding amount and publishes pre-approved materials list
September 15	Registration form + Section 1 (Educational Plan) of the Annual Program Record due to school
September 25	Principal reviews your Educational Plan (recorded in Section 2 of the Annual Program Record)
September 30	School confirms or denies registration
October 15	Principal provides written outcome and agreed assessment method (Section 2 of the Annual Program Record)
January 15	First progress discussion (Section 3 of the Annual Program Record)
May 15	Last day to submit funding reimbursement claims
June 15	Second progress discussion and year-end synthesis (Sections 4 and 5 of the Annual Program Record)

Questions? Your first point of contact is always the principal of your registering school. They're your main connection to the district throughout the year — for your Educational Plan, progress discussions, funding questions, and anything else that comes up.

This guide is intended to help families understand YK1's home schooling process in plain language. For the full Administrative Procedure or legislative references, please contact the District office.