

Administrative Procedure - 270

Home Schooling



Background

Home schooling is a recognized educational option under the Education Act (SNWT 1995, c.28) and the Home Schooling Regulations (R-090-96), through which a parent assumes primary responsibility for delivering an education program to their child in accordance with the curriculum standards established by the Minister of Education, Culture and Employment. The District, as the supervising education body, carries a corresponding statutory obligation to register home-schooled students, supervise the adequacy of their programs, and take appropriate action where a program does not meet regulatory requirements.

This administrative procedure establishes the processes by which the District fulfills its supervisory role under the Home Schooling Regulations while respecting the primacy of parental authority in home education. It sets out requirements for residency and registration, educational planning, the respective responsibilities of parents and principals, monitoring and progress review standards, and the processes for review and appeal where program concerns arise.

Well-administered home schooling oversight protects the educational rights of students, supports families in meeting their obligations under the Home Schooling Regulations, and ensures that the District's decisions are grounded in evidence, transparent, and procedurally fair. This procedure must be read in conjunction with the Education Act, the Home Schooling Regulations, and applicable Ministerial direction, all of which prevail in the event of any inconsistency with this procedure.

Definitions

For the purpose of this procedure:

District: Yellowknife Education District No. 1, acting as the supervising education body within the meaning of the Home Schooling Regulations.

Educational Plan: The written plan submitted by a parent at the commencement of each academic year, describing the proposed program of studies, instructional resources, and assessment approach for the student, aligned with the curriculum standards established by the Minister.

Home Schooling Program: An education program conducted by a parent in accordance with the Home Schooling Regulations (R-090-96) under the Education Act.

Minister: The Minister of Education, Culture and Employment for the Northwest Territories, or designate.

Parent: A parent or guardian with legal authority to make educational decisions for a student, as defined under the Education Act.

Principal: The principal of the school with which a home-schooled student is registered, or the Superintendent's designate where one has been appointed pursuant to section 4(5) of the Home Schooling Regulations.

Reviewing Administrator: An assistant principal, principal, director or assistant superintendent tasked with reviewing the results of a principal's report on the adequacy of a Home Schooling program as outlined in these procedures.

Superintendent: The Superintendent of Yellowknife Education District No. 1, or designate.

Procedures

1. Legislative Framework

- 1.1 This administrative procedure is enacted pursuant to the Education Act (SNWT 1995, c.28), the Home Schooling Regulations (R-090-96), the NWT Human Rights Act, and applicable Ministerial direction, including the Home Schooling Directive issued by the Department of Education, Culture and Employment.
- 1.2 Where any inconsistency arises between this procedure and applicable legislation, regulations, or Ministerial direction, the legislation, regulations, or Ministerial direction shall prevail.

2. Guiding Principles

- 2.1 Home schooling within the District shall be administered in accordance with the following principles.
- 2.2 The primary role of parents in directing their child's education shall be respected.
- 2.3 Every home-schooled student is entitled to an education program that fulfills the curriculum standards established by the Minister.
- 2.4 Every student retains the right to access the education program in their community, consistent with inclusive schooling principles, regardless of their registration in a Home Schooling Program.
- 2.5 The District's administration of this procedure shall be consistent with the NWT Human Rights Act.
- 2.6 Documentation and decision-making under this procedure shall meet standards of procedural fairness and reasonableness.

3. Eligibility and Residency

- 3.1 Registration in a District Home Schooling Program is restricted to students who are ordinarily resident within the geographic boundaries of Yellowknife Education District No. 1 (YK1), as determined in accordance with the Education Act.
- 3.2 At the time of registration, or annual re-registration the District requires proof of residency from a parent or guardian of the student.

- 3.3 Documentation that may be accepted to establish residency includes, but is not limited to:
 - 3.3.1 A current utility bill showing the parent's name and a Yellowknife address;
 - 3.3.2 A municipal property tax notice;
 - 3.3.3 A signed residential lease agreement;
 - 3.3.4 A property purchase agreement or land title documentation;
 - 3.3.5 Government-issued correspondence confirming a Yellowknife address; or
 - 3.3.6 Any other documentation reasonably establishing ordinary residence in Yellowknife.
 - 3.4 In extenuating circumstances, and upon the approval of the Superintendent or designate, the requirement to provide proof of residency upon registration may be waived or delayed.
 - 3.5 The parent of a student who is not ordinarily resident within the geographic boundaries of YK1 may request their student be registered as a home schooler with one of the district's schools.
 - 3.5.1 All requests for registration of a student residing outside of YK1 must be made in writing to the Superintendent, or designate.
 - 3.5.2 The decision regarding registration of such a student is made at the sole discretion of the Superintendent, or designate.
 - 3.5.3 A parent making such a request will be advised in writing of the decision regarding registration within 30 days of making a request.
 - 3.6 The District may request more than one document where necessary to reasonably establish residency. Documentation shall be reviewed in accordance with applicable privacy legislation, including the Access to Information and Protection of Privacy Act, and retained only as required under applicable student records requirements.
 - 3.7 A parent who provides false or misleading information regarding residency may be subject to refusal of registration, withdrawal of an existing registration, or recovery of improperly received funding, where applicable.
4. Registration
- 4.1 A parent intending to home school their child must submit a registration request to the registering school using the district-approved Home Schooling Registration Form, accompanied by a proposed program outline (as detailed below), and all other required documentation.
 - 4.1.1 During times at which the registering school is closed, for example during the summer, registrations for home schooling are accepted at the District's main office.

5. Registration requests must be submitted to the principal no later than September 15 of the academic year in which the child is to be home schooled. The registering school shall confirm or deny registration as soon as practicable, and no later than September 30 of the same academic year.
 - 5.1 No registration shall be considered complete unless submitted on the approved form and accompanied by all required supporting documentation.
 - 5.2 Registration shall not be unreasonably withheld where the statutory requirements under the Home Schooling Regulations have been met.
 - 5.3 Where submitted documentation is incomplete, the Superintendent may request clarification from the parent before making a registration determination.
6. Late registration requests received after September 15 may be considered at the discretion of the Superintendent where exceptional circumstances are demonstrated. Where a late registration is accepted, the Superintendent may pro-rate any funding available to the student in accordance with Section 12 of this procedure.
7. Educational Planning
 - 7.1 The parent must submit an Educational Plan to the principal of the school with which the student is registered.
 - 7.1.1 An Educational Plan must be submitted at the time that the student is registered with the school.
 - 7.1.2 A parent may request an extension of the deadline for providing an Educational Plan in writing to the school principal. Requests for extension shall not be unreasonably withheld.
 - 7.1.3 An extension for providing the Educational Plan beyond September 15th may only be requested for exceptional circumstances, and may only be granted by the Superintendent.
 - 7.2 The Educational Plan must:
 - 7.2.1 Be based on the curriculum standards established by the Minister for the education program;
 - 7.2.2 Identify the instructional resources to be used;
 - 7.2.3 Outline the proposed method of assessing the student's progress, as agreed with the principal;
 - 7.2.4 Cover the proposed course of study for the full academic year; and
 - 7.2.5 Be submitted on the district-approved Educational Planning Form.
 - 7.3 A Home Schooling Program may incorporate additional content at the parent's discretion, provided that content is consistent with all applicable Canadian and territorial legislation. Proposed plans that

include content inconsistent with applicable legislation will be rejected in their entirety, and the Superintendent may cancel the home schooling registration.

- 7.4 Only the portion of an Educational Plan that aligns with the approved Northwest Territories curriculum shall be reviewed by the principal for purposes of assessing compliance with this procedure.
8. Failure to submit the Educational Plan on the approved form by September 15, or by any approved extension date, may result in cancellation of the home schooling registration by the Superintendent.
9. Parental Responsibilities
 - 9.1 Consistent with the Home Schooling Regulations, a parent conducting a Home Schooling Program shall:
 - 9.1.1 Maintain primary responsibility for the delivery of the Home Schooling Program;
 - 9.1.2 Ensure the program fulfills the curriculum standards established by the Minister for the education program;
 - 9.1.3 Agree with the principal on a method of assessing the student that is consistent with the Home Schooling Program;
 - 9.1.4 Maintain records documenting the student's educational progress throughout the academic year;
 - 9.1.5 Provide the principal with a sampling of assessments that show the student's progress, twice during the academic year, in advance of each semi-annual progress review;
 - 9.1.6 Participate in two progress discussions with the principal during the academic year; and
 - 9.1.7 Make all reasonable efforts to implement any improvements to the Home Schooling Program recommended by the principal or Superintendent that would improve the student's progress.
 - 9.2 A parent conducting a Home Schooling Program may share responsibility for home schooling with the parent of another child who is also receiving home schooling, consistent with section 3 of the Home Schooling Regulations.
 - 9.3 Where the principal determines that a comprehensive review of a student's progress is warranted, the principal may request that all documentation accumulated during the year be produced for a semi-annual review. In such cases, the principal shall provide the parent with reasonable advance notice to allow adequate time for gathering and organizing the required documentation.
 - 9.4 Failure to fulfill the obligations set out in section 7.1 of this procedure may constitute grounds for a formal review of program adequacy under Section 10.

10. Principal Responsibilities

- 10.1 Consistent with section 4(1) of the Home Schooling Regulations, the principal shall:
 - 10.1.1 Review the Educational Plan submitted by the parent for alignment with the curriculum standards established by the Minister, as soon as practicable and later than September 25th;
 - 10.1.2 Agree with the parent on a method of assessing the student that is consistent with the Home Schooling Program;
 - 10.1.3 Provide written confirmation to the parent of the acceptance of the plan and the methods of assessment by October 15th;
 - 10.1.4 Where possible, provide the parent with access to school facilities and support for the delivery of the Home Schooling Program;
 - 10.1.5 Conduct, or delegate the conduct of, semi-annual progress discussions with the parent no later than January 15 and June 15 of each academic year; and
 - 10.1.6 Report annually to the Superintendent regarding the Home Schooling Program and the progress of each home-schooled student, providing a copy of each report to the parent.
- 10.2 Consistent with section 4(2) of the Home Schooling Regulations, the principal may:
 - 10.2.1 Where the principal is of the opinion that a student is not progressing satisfactorily, recommend to the parent ways in which the delivery of the Home Schooling Program may be improved;
 - 10.2.2 Report the student's progress to the Superintendent at any time where the principal has concerns about the adequacy of that progress;
 - 10.2.3 Request the Superintendent to investigate a Home Schooling Program; and
 - 10.2.4 Recommend to the Superintendent that a Home Schooling Program be terminated.
- 10.3 Where the principal makes recommendations to a parent for changes to a Home Schooling Program, the principal shall provide a copy of those recommendations to the Superintendent.
- 10.4 Pursuant to section 4(5) of the Home Schooling Regulations, the Superintendent may designate a person other than the principal to perform the duties and exercise the powers of a principal under sections 10.1 through 10.3 of this procedure. Where such a designation is made, those provisions shall be read with such modifications as the circumstances require.
- 10.5 All documentation related to a home-schooled student's program shall be maintained by the principal and retained in accordance with the

District's records management procedure and applicable student records requirements.

11. Inclusive Schooling Considerations

- 11.1 Where a student who is registered, or seeking registration, in a Home Schooling Program has an existing Student Support Plan or Individual Education Plan, or is suspected of having exceptional learning needs, the principal shall:
 - 11.1.1 Inform the parent of the educational supports available to the student through the District;
 - 11.1.2 Offer the parent an opportunity to consult with program support staff prior to or during the home schooling registration process; and
 - 11.1.3 Ensure that any transition between school-based programming and a Home Schooling Program is managed in a manner that preserves the student's educational rights and entitlements under applicable inclusive schooling principles.
- 11.2 The existence of a Student Support Plan or Individual Education Plan does not preclude a parent from pursuing a Home Schooling Program. The District shall ensure that any student whose Home Schooling Program is terminated has access to the education program, consistent with section 7(2) of the Home Schooling Regulations.

12. Monitoring and Progress Reviews

- 12.1 The monitoring of Home Schooling Programs by the principal shall be:
 - 12.1.1 Evidence-based and grounded in the documentation and assessment samples submitted by the parent;
 - 12.1.2 Consistent and free from arbitrary or disproportionate expectations as between home-schooled students;
 - 12.1.3 Culturally responsive and sensitive to diverse instructional approaches and learning contexts; and
 - 12.1.4 Documented contemporaneously by the principal throughout the academic year.
- 12.2 Evidence of educational progress that the parent may submit for review purposes may include work samples, portfolios, assessment records, demonstrations of learning outcomes, or other forms of evidence proposed by the parent and agreed to by the principal at the outset of the academic year.

13. Review of Program Adequacy

- 13.1 A formal review of program adequacy may be initiated by the principal where any one (or more) of the following conditions are met:
 - 13.1.1 Required assessment samples have not been provided by the parent within the timelines established by this procedure;

- 13.1.2 The Home Schooling Program does not align with the curriculum standards established by the Minister;
- 13.1.3 There is insufficient evidence of satisfactory student progress; or
- 13.1.4 The parent has declined to participate in the required semi-annual progress discussions.
- 13.2 Where a principal is contemplating a formal review of adequacy, the following process shall be used:
 - 13.2.1 The Principal advises the Superintendent of the intention to undertake a review.
 - 13.2.2 The Superintendent shall designate another, uninvolved administrator to act as the reviewing administrator.
 - 13.2.3 The principal provides the parent with written notice of the specific concerns identified;
 - 13.2.4 The notice shall identify the evidence on which the principal's concerns are based;
 - 13.2.5 The parent must be allowed a reasonable period in which to respond, and this is normally not to exceed 30 days from the date on which the notice is received;
 - 13.2.6 The parent may request a meeting with the principal and, upon request, with the reviewing administrator;
 - 13.2.7 The parent's response must be considered in good faith before reaching a determination.
- 13.3 Where a review of program adequacy is undertaken, the principal shall prepare a written Review Report for submission to the reviewing administrator. The Review Report shall include:
 - 13.3.1 A summary of the evidence reviewed;
 - 13.3.2 A description of areas of compliance and areas of concern;
 - 13.3.3 A summary of the parent's response, if any;
 - 13.3.4 Any recommended corrective actions; and
 - 13.3.5 A recommendation respecting continuation of the Home Schooling Program, continuation with required modifications, or termination of the program.
- 13.4 Before making an adverse determination under this section, the reviewing administrator shall:
 - 13.4.1 Provide the parent with written notice of the specific concerns identified;
 - 13.4.2 Identify the evidence on which those concerns are based;
 - 13.4.3 Allow the parent a reasonable period in which to respond, which is normally within 30 days of the reviewing administrator's notice of concerns;

- 13.4.4 Offer the parent a meeting with the reviewing administrator and the principal; and
 - 13.4.5 Consider the parent's response in good faith before reaching a determination.
- 13.5 Where a review of program adequacy is undertaken, the reviewing administrator shall prepare a final written Review Report for submission to the Superintendent or designate. The Review Report shall include:
 - 13.5.1 A summary of the evidence reviewed;
 - 13.5.2 A description of areas of compliance and areas of concern;
 - 13.5.3 A summary of the parent's response, if any;
 - 13.5.4 Any recommended corrective actions; and
 - 13.5.5 A recommendation respecting continuation of the Home Schooling Program, continuation with required modifications, or termination of the program.
- 13.6 The Superintendent or designate shall consider the Review Report and, where a recommendation for termination has been made, shall offer a meeting with the parent after reviewing all relevant material, consistent with sections 5(2) and 7(1) of the Home Schooling Regulations. Following that review, the Superintendent shall make a determination to the principal, and the parent detailing whether the Home Schooling Program should continue, continue with specified modifications, or be terminated as of a specified date. If a determination for termination is made, the program will terminate as of the date specified in the written notice. When a home school program is terminated, the student is expected to begin in-person attendance at the school of record declared upon registration as a home schooler.

14. Appeals

- 14.1 A parent may appeal a decision of the Superintendent made under this procedure in accordance with the Education Appeal Regulations, the District's Board appeal procedures, and the appeal provisions of the Education Act.
- 14.2 Every written decision issued under this procedure that affects a parent's rights shall advise the parent of:
 - 14.2.1 The right to appeal the decision;
 - 14.2.2 The applicable timelines for initiating an appeal; and
 - 14.2.3 The available appeal avenues under the District's administrative procedures and applicable legislation.

15. Funding

- 15.1 Consistent with section 6 of the Home Schooling Regulations, the District shall provide funding to eligible parents for program costs

related to the delivery of a Home Schooling Program, in accordance with the directions of the Minister. The availability and amount of funding shall be determined annually as set out in this section.

- 15.2 The amount of funding available per home-schooled student, if any, shall be determined by the District each year, taking into account applicable Ministerial direction, territorial allocations, budgetary constraints, and Board-approved budget priorities.
 - 15.3 The District shall advise prospective families of the funding amount available per eligible home-schooled student, if any, no later than June 30 of the school year preceding the academic year in which home schooling is anticipated. This advance notice is intended to allow families to make informed educational planning decisions prior to the commencement of the academic year.
 - 15.4 Nothing in this procedure guarantees that funding will be available in any given year. Registration in a Home Schooling Program does not create an entitlement to a specific funding amount beyond what is determined and communicated annually by the District.
 - 15.5 Where late registration is accepted under section 4.6 of this procedure, the Superintendent may pro-rate the funding available to the student to reflect the portion of the academic year remaining at the time of registration.
 - 15.6 Where funding is provided, the parent must comply with all applicable legislative, regulatory, and Ministerial requirements respecting the use of funds, documentation, and reporting. Receipts are required for all funded expenditures.
16. Where funding is made available, allowable expenses are limited to instructional materials and educational services that are directly connected to the approved Northwest Territories curriculum and the student's submitted Educational Plan. Capital expenditures, including equipment purchases and hardware, are not program costs eligible for reimbursement under the Home Schooling Directive.
- 16.1 A parent submitting a claim for reimbursement under this procedure must:
 - 16.1.1 Submit the claim using the district's approved reimbursement form.
17. Attach register receipts (listing the items and their costs) to the claim for each item listed on the claim for reimbursement.
- 17.1.1 Submit claims between July 1st and May 15th of each school year, and only for those eligible expenses incurred in that same period.
 - 17.2 A parent may request approval for instructional materials or educational services not included on the pre-approved list. Approval may only be granted where the parent demonstrates:

- 17.2.1 A clear connection between the requested material or service and the approved NWT curriculum;
 - 17.2.2 Alignment with the student's submitted Educational Plan;
 - 17.2.3 Educational appropriateness for the student's grade level; and
 - 17.2.4 Where the request is for a technology item, that less costly or less complex alternatives have been considered and are either unavailable or unsuitable for the specific learning goals associated with the proposed purchase.
 - 17.2.5 The Superintendent or designate shall make the final determination on such requests. Requests must be submitted and approved in advance of the expenditure.
 - 17.3 Where a home-schooled student attends school on a part-time basis, funding shall be pro-rated in accordance with Ministerial direction. A student attending school for more than 50% of instructional hours per week shall be registered as a part-time student; a student attending 50% or less shall be registered as a home-schooled student. The District may establish payment arrangements that reflect this attendance structure.
18. Records and Documentation
- 18.1 All documentation related to Home Schooling Programs, including registration records, Educational Plans, assessment samples, progress review notes, and any decisions made under this procedure, shall be retained in accordance with applicable student records requirements, the District's records management procedure, and the obligations of the Access to Information and Protection of Privacy Act.
 - 18.2 The Superintendent shall maintain:
 - 18.2.1 A central registry of all students registered in Home Schooling Programs within the District in each academic year;
 - 18.2.2 Records confirming completion of semi-annual progress reviews for each registered student; and
 - 18.2.3 Records of any formal reviews of program adequacy initiated under Section 10, including the Review Report, the Superintendent's recommendation, and the District's decision.
 - 18.3 The principal shall submit an annual report to the Superintendent regarding the Home Schooling Programs under the principal's supervision and the progress of each home-schooled student, consistent with section 4(1)(d) of the Home Schooling Regulations. A copy of each annual report shall be provided to the parent.

References and Revision History

References: [NWT Education Act](#)
[NWT Home Schooling Regulations](#)
[Education Appeal Regulations](#)

[NWT Human Rights Act](#)
[NWT Access to Information and Protection of Privacy Act](#)
[Home Schooling Directive, Department of Education, Culture and
Employment \(1996\)](#)
[Ministerial Directive on Inclusive Schooling, Department of
Education, Culture and Employment](#)
[ECE Student Records Directive](#)
[YK1 Board Policy 15](#)
[YK1 Administrative Procedure 185 – Records Management](#)

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