

Required Documentation for Private Tutor Program

Due Annually by August 1 or ASAP when starting or transferring to a Private Tutor Program

Private Tutor Program Notification letter to include:

- Must include a list all children names, dates of birth, and grade levels.
- Evidence of immunization (records or a letter from physician) or religious/medical exemption.
- Health/medical services records or a letter from physician or religious exemption (upon initial entrance, grades 6 and 11).
- Hearing exam records or a letter from physician or religious exemption (upon initial entrance, grades 2, 3, 7, and 11).
- Dental services or religious exemption (upon initial entrance, grades 3 and 7).

Private Tutor's PA teaching certificate (must be submitted only when initially enrolling into the Private Tutor Program)

Clearances including:

- PA Child Abuse History Certification
- FBI Fingerprint Report
- PA State Police Criminal Record Check

Clearances must be current.

Due Annually by June 30

Private Tutor Program End of Year Notification letter

State standardized test is required for grades 3, 5, and 8. If you would like your child to take the same standardized test administered to students who attend Solanco schools, contact the guidance office at the school your child would attend, on or before February 1st.

Private Tutor Program Notification

Date:

Tutor's Name:

Student Name(s):

Address:

This letter is to inform you that the child(ren) whose names and residence are listed above, will be educated by a properly qualified private tutor, as per section 1327 of the Public School Code of 1949 (24 P. S. § 13-1327).

In accordance with the law, the private tutor holds a Pennsylvania teaching certificate, the private tutor will be teaching one or more children who are members of a single family, the private tutor will provide the majority of the instruction to these children, and the private tutor will receive a fee or other consideration for their services. The tutor is not disqualified from school employment by the provisions of subsection (e) of section 111.

In accordance with the law, elementary students in this program will study English (including spelling, reading and writing), arithmetic, science, history of the United States and Pennsylvania, geography, civics (including loyalty to the State and National government), safety (including fire safety), health (including physical education and physiology), music, and art. Secondary students will study English, mathematics, science, social studies (including PA, US, and world history and civics), health, physical education, art, and music. Instruction will be given for 180 days, or 900 hours (elementary) or 990 hours (secondary).

The tutor shall report at once to the school district the name and date of withdrawal of any student withdrawing from this private instruction if such withdrawal occurs during the period of compulsory attendance in said district. The tutor shall also report at once to the school district any student who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse.

Enclosed please find a copy of the tutor's Pennsylvania teaching certificate, the tutor's criminal history record, and copies of the relevant School Code and Law.

Signature

Private Tutor Program End of Year Notification

Date:

Parent's Name:

Student Name(s):

Address:

School Year:

The child(ren) listed above have been educated by a properly qualified private tutor, as per section 1327 of the Public School Code of 1949 (24 P. S. § 13-1327), during the school year noted above. This letter serves as written assurance from their parent that the student(s) are making satisfactory progress in the tutoring program, and that the instructional requirements listed under 24 PS § 13-1327 and in 22 Pa. Code § 11.31 have been met.

In accordance with the law, the private tutor holds a Pennsylvania teaching certificate, the private tutor has been teaching one or more children who are members of a single family, the private tutor has provided the majority of the instruction to these children, and the private tutor has received a fee or other consideration for their services. The tutor is not disqualified from school employment by the provisions of subsection (e) of section 111. Copies of the tutor's Pennsylvania teaching certificate and the tutor's criminal history record have been submitted previously to the school district.

In accordance with the law, elementary students in this program have studied English (including spelling, reading and writing), arithmetic, science, history of the United States and Pennsylvania, geography, civics (including loyalty to the State and National government), safety (including fire safety), health (including physical education and physiology), music, and art. Secondary students have studied English, mathematics, science, social studies (including PA, US, and world history and civics), health, physical education, art, and music. Instruction has been given for 180 days, or 900 hours (elementary) or 990 hours (secondary).

Name of Private Tutor

Signature

Private Tutoring in Pennsylvania: The Law

The law regarding private tutoring can be found at the end of
24 PS 13-1327 Compulsory school attendance.

“...Regular daily instruction in the English language, for the time herein required, by a properly qualified private tutor, shall be considered as complying with the provisions of this section.

For the purposes of this section, "properly qualified private tutor" shall mean

a person who is certified by the Commonwealth of Pennsylvania to teach in the public schools of Pennsylvania;

who is teaching one or more children who are members of a single family;

who provides the majority of the instruction to such child or children;

and who is receiving a fee or other consideration for such instructional services.

No person who would be disqualified from school employment by the provisions of subsection (e) of section 111 may be a private tutor, as provided for in this section.

The private tutor must file a copy of his Pennsylvania certification and the required criminal history record with the student's district of residence superintendent.”

Additional requirements for a private tutor are found at
*24 PS § 13-1332. Reports of enrollments; attendance and withdrawals;
public and private schools*

Every principal or teacher in every public school, and every principal, teacher or tutor in every school other than a public school, and in every institution for children, and every private teacher in every school district, shall,

immediately after their admission to such school or institution, or at the beginning of such private teaching,

furnish to the district superintendents, attendance officers, home and school visitors, or secretaries of the boards of school directors of the districts wherein the parents or guardians of such children reside,

lists of the names and residences of all children between six (6) and eighteen (18) years of age enrolled in such school or institution, or taught by such private teacher;

and shall further report at once to such district superintendent, or secretary of the board of school directors,

the name and date of withdrawal of any such pupil withdrawing from any such school or institution, or from such private instruction,

if such withdrawal occurs during the period of compulsory attendance in said district.

Every principal or teacher in a school other than a public school, and every private teacher, shall also report at once to the superintendent, attendance officer, home and school visitor, or secretary of the board of school directors of the district,

any such child who has been absent three (3) days, or their equivalent, during the term of compulsory attendance, without lawful excuse.

Private Tutoring in Pennsylvania: The Code

The regulations regarding private tutoring can be found in
22 Pa. Code § 11.31. Pupils not enrolled in public schools due to private tutoring.

These regulations were updated in October 2004.

Note that the superintendent can no longer approve or disapprove the tutor,
and can ask for evidence of satisfactory progress and documentation of instructional time
only if there is a complaint.

EXCUSALS FROM PUBLIC SCHOOL ATTENDANCE

§ 11.31. Students not enrolled in public schools due to private tutoring.

(a) Private tutoring requirements.

(1) The instruction of students not enrolled in public schools due to private tutoring by a qualified tutor under section 1327 of the Public School Code of 1949 (24 P. S. § 13-1327) must include for elementary school level students: English, including spelling, reading and writing; arithmetic; geography; the history of the United States and Pennsylvania; science; civics, including loyalty to the State and National government; safety education, including regular and continuous instruction in the dangers and prevention of fires; health, including physical education and physiology; music; and art.

(2) For secondary school level students, the instruction must include: art; English; health; mathematics; music; physical education; science; and social studies, including civics, world history, United States and Pennsylvania history.

(3) The instruction may include, at the discretion of the tutor, economics, biology, chemistry, foreign languages, trigonometry or other age appropriate planned instruction as contained in Chapter 4 (relating to academic standards and assessment).

(4) The instruction must be given during the school year for a minimum of 180 days of instruction or for a minimum of 900 hours of instruction for an elementary level student and a minimum of 990 hours of instruction for a secondary level student as the equivalent of 180 days of instruction.

(b) Documentation regarding private tutoring.

(1) School district approval is not required to commence private tutoring.

(2) The parent shall provide written assurance that the instructional requirements listed in this section have been met.

(3) When a superintendent receives a complaint that a student is not being provided instruction for the time prescribed or that a student is not making satisfactory progress in the tutoring program, the superintendent may request evidence of student academic progress and documentation that instruction is provided for the required number of days and hours.

(4) Evidence of satisfactory progress may include samples of student work, assessments, progress reports, report cards and evaluations.

(5) Documentation of instructional time may include logs maintained by the tutor or parent, attendance records or other records indicating the dates and time instruction was provided.