

Delaware Homeschooling Attendance Reporting Summer 2020 (2019-2020 School Year)

Wow, there are BIG changes to the reporting system this year! But the great news is that the system is REALLY easy to use. This walkthrough looks longer than usual, but that's only because I broke everything down into really small, clear steps because it's new. The process will go really fast.

The biggest change, beyond the format, is that homeschoolers who will have no changes to their student roster next fall will have the opportunity to complete the fall enrollment process at the same time as attendance reporting! In other words, unless you have another student joining your school next year, you can be done with your annual reporting requirements in one step.

You will also be able to easily graduate your student from high school, promote a student to the next grade, or withdraw your student from your homeschool during this process.

Try the steps in this walk-through first. If you need assistance, please email nps@doe.k12.de.us with your contact information, including your nonpublic school name, your name and a description of the issue you are experiencing.

The phone number for the DOE, if you have further questions, is 302-241-2820.

The website for more information directly from the state about homeschooling in Delaware is: <https://www.doe.k12.de.us/Page/3070>

The website for more information that was written by and for homeschoolers about homeschooling in Delaware is: <https://handde.org/>

1. Log in to your account at the State of Delaware Department of Education (DE DOE) website here:

Your user name is `firstname.lastname`

2. Reset your password if necessary— good news for experienced homeschoolers: this process is now faster and easier!

3. **Click the “Nonpublic Schools” icon**— it looks like a book with an apple sitting on top of it.

4. **There might be a “Process Window” at the bottom of the next screen. DO NOT use it; the DOE is working on having it removed.

5. There is a banner at the top reading “Delaware Department of Education.” Just below that is a row of tabs reading “*Home, My School, Annual Attendance, Reporting, Resources.*” **Click “Annual Attendance.”**

6. The next screen, “Welcome,” explains the technical attendance jargon. You can read this if you are interested. The upshot is that attendance is calculated by dividing the total number of days your students attended school by the total number of days they belonged to your school (that school was in session, not weekends/holidays/etc). **Click the NEXT button.**

7. You should now be on the “School ADM” page. Fill in the number of school days your school was open. This includes only days you did school, not weekends or holidays. Most homeschoolers also don’t count “sick days” since we just push school off for another day. If you opened your school partway through the year, only count days that your school was actually open, not any other school your kids attended. **Fill in the number and click NEXT.**

8. You should now be on the “Student List for Attendance” page. You will see a list of students enrolled in your school, up to 25 students per page, if you have a really big family <grin> or a multi-family homeschool. The listing will show your student’s current name, grade, and enrollment status. **click the PENCIL ICON to the right of the first student’s name.**

9. The “Attendance Information” popup should appear. the “Days Enrolled” is already filed in for you, based upon your answer in step 7. **Fill in the “Days Attended” field and click UPDATE.** If you are responding for a student who did not attend your school for the entire time your school was open, such as child who joined your homeschool after their siblings, you can also edit the “Days Enrolled” by clicking on the right side of the box and clicking the up or down arrows, or typing in a new number.

10. **Repeat steps 8 and 9 for each student enrolled in your homeschool.** You should see an “Attendance Percentage” below your roster of students. For most homeschools, this should read 100, as most homeschools consider themselves not in session if their student isn’t in attendance.

11. When you have updated every student, review your roster, and if you are satisfied, **click NEXT.** You can still edit any student data at this point if you see that you made an error.

12. You will now be at the “Graduates” screen. **Please click the box under ‘Graduation’ for any student who has completed their K-12 education** (This box is NOT for “graduating” kindergarten or 5th or 8th grade!) and fill in the graduation date. Do not fill in anything if you do not have any students graduating.

13. **Repeat this step for any other student in your roster who is graduating. Click NEXT.**

14. You will now be at the “Promote/Withdraw” screen. “Promote” is automatically checked as the default option. If you are promoting your student to the next grade, leave the box checked. **If you are withdrawing your student from your homeschool, check that box as well and fill in the date, otherwise leave it blank.**

15. **Repeat this process for each student in your roster, check that all entries are accurate, then click the NEXT button.**

16. THIS STEP IS NEW THIS YEAR

You will now see the “Enrollment for Next Year” screen.

If your entire roster of students displayed on this screen will be enrolling in your homeschool for next year, you may complete your fall enrollment at this time, instead of logging back in to complete enrollment in August or September. If you will be adding new students (ie a new kindergartener, or more students to a multi-family homeschool) do NOT use this option.

Choose No (the default) or Yes from the list box, and click SUBMIT.

If you chose ‘Yes’ you will not need to complete an annual enrollment for fall this year! If you chose ‘No,’ please remember to log back in after August 10 to complete the annual enrollment process.

17. You will see a pop-up screen asking you if you are sure you are ready to submit attendance for the 2019-2020 school year. This is your last chance to back out and make any changes. **If you are ready, click YES.**

18. Look back at the tabs referenced in step 5. **Click Reporting, and choose “Annual Reporting.”**

19. Verify that the school name and year are the correct year, and you should see “report of submitted attendance,” and if you completed the enrollment step, “Report of Submitted annual enrollment.” **Click the paper icon to the right of each report to open each one, and save a copy, print a copy,** or do whatever you do to keep your records in order. It is handy to keep a copy of the enrollment for getting a library educator card and other educator discounts, driver’s ed, and other purposes.

1