

# Office of Curriculum, Instruction, and Assessment

## Julie Colello Nichols, Director

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### LISBON SCHOOL DEPARTMENT

July 19, 2021

Dear Lisbon School Department families,

My name is Julie Colello Nichols, Director of Curriculum, Instruction, and Assessment for Lisbon School Department. I am writing today to open communications with you about your student(s) who was/were newly enrolled for homeschooling for the 2020-2021 school year. I wanted to outline the expectations of the Maine Department of Education and steps required for either (a) continued homeschool education or (b) a return to Lisbon Public Schools.

If you are planning to continue homeschooling your student(s), the DOE requires that you provide the school department with one of the following forms to show *an annual assessment of the student's academic progress*:

- (i) A copy of the scores which a student received from participation in a standardized achievement test administered through Lisbon Schools. This would be the NWEA Math and ELA, the PSAT or the SAT;
- (ii) A formative test approved by myself that mirrors the grade level Math and ELA assessments used by the respective Lisbon School your child would attend;
- (iii) A review and acceptance of the student's progress by the ME teacher who holds a professional certification and oversaw your child's programming; or
- (iv) A review and acceptance of the student's progress by an advisory board selected by myself who holds a professional certification and oversaw your child's programming.

If this final step is not completed, the DOE will not approve the next school year of homeschool instruction for your student, and will expect registration with your resident district. Once we receive this documentation, you can submit the letter of intent to homeschool to the DOE and Lisbon Superintendent, Richard Green. The form can be submitted through the online portal on the DOE website, or by printing and mailing the hard copy, also found on the DOE's website.

If you homeschooled your student last year, and plan to return your child to Lisbon Schools, there is an easy process for this as well. Due to the impact COVID has had on many students, the Department of Education recently released a reminder to districts that school departments have the right to assess a student using universal district assessments to determine (a) an appropriate grade level assignment and (b) necessary interventions to remediate loss under the General Education Intervention rules.

I wanted to outline the steps for you to take to re-enroll your student with Lisbon, if that is your wish. I have also included phone numbers you may need which will likely be helpful through the process.

**19 Gartley ST. - Lisbon, ME 04250 -- TEL. 353-6711 ext. 1904, FAX. 353-3032**  
**[jcolello@lisbonschoolsme.org](mailto:jcolello@lisbonschoolsme.org)**

**Office of Curriculum, Instruction, and Assessment**  
**Julie Colello Nichols, Director**

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**LISBON SCHOOL DEPARTMENT**

1. Complete the 'Request to Update Home Instruction Record' on the DOE's website.
2. Contact your child's school to schedule a registration time.
3. Contact myself to set up a time for your child to take a Math and ELA NWEA assessment. At this time, please clarify if your child had an IEP or 504 and required accommodations for standardized testing. This is a computer based assessment that students grades 2-11 participate in. It can be used with Kindergarten and 1<sup>st</sup> grade students as well. Students are familiar with these assessments. They will be provided a technology device, water, headphones, gum, paper and pencil for the assessment (or you may provide your own.) This will take approximately 1 and a half to 2 hours. I am able to be flexible with my time to accommodate your schedule.
4. You will receive a follow up call to discuss the grade level placement\* as well as interventions needed for your student(s) once their data has been reviewed.

\*In almost all cases, the grade level placement will not be changed from that of chronological age, however, any decision will include the parent's feedback.

Phone numbers you may need as you work through this process are:

LCS- 353-4132 Steph Doughty or Shannon Bartash

PWS- 353-3055 Suzanne Brown or Michael Toomey

LHS- 353-3030 Amy Austin or Susan Magee

Curriculum Director- 353-6711 x1904 Julie Colello Nichols

Administrative Assistant to the Superintendent- 353-6711 x1005 Lolita Robitaille

Maine Department of Education School Enrollment Consultant- Pamela Ford-Taylor 624-6617

References to the details in this letter are found on the district's website under 'School Board Policy NEPN/NSBA Code: JGAB' which reference Chapter 127 of the Me Dept of Ed Rules.

Please reach out if you have any questions. I am always here to support you through this process.

Sincerely,

Julie Colello Nichols