

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent

DISTRIBUTION: All Schools

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SUBJECT: EXEMPTION FROM PUBLIC SCHOOL
ATTENDANCE DUE TO INSTRUCTION BY TUTOR
BULLETIN NO. 8

DATE: July 5, 1996

DIVISION: Student Health and Human Services

APPROVED: RUBEN ZACARIAS, Deputy Superintendent

For further information, please call Agnes Moss, Counselor, Pupil Services and Attendance, at (213) 625-4181.

This revision replaces Bulletin No. 70, dated August 15, 1980, "Exemption from Public School Attendance due to Instruction by Tutor," from the Division of Educational Support Services. The content and procedures have been changed to meet current needs.

I. LEGAL PROVISIONS GOVERNING EXEMPTION FROM ATTENDANCE
BECAUSE PUPIL IS RECEIVING INSTRUCTION FROM TUTOR

- A. Education Code Section 48224 exempts children who are being instructed by a private tutor:
1. at least three hours daily for 175 days each calendar year.
 2. between the hours of 8 a.m. and 4 p.m.
 3. who holds a valid state credential for the grade taught. (Credential must be valid for the grade taught at the elementary level and for the subject areas taught at the secondary level.)
 4. in the several branches of study required to be taught in the public schools of the state and in the English language.
 - a. For the required course of study for Grades 1-6, see California Education Code Section 51210.
 - b. For the required course of study for Grades 7-12, see California Education Code Section 51220.

II. PROCEDURES FOR PROCESSING REQUESTS FOR EXEMPTION FROM SCHOOL IN ORDER TO RECEIVE INSTRUCTION FROM PRIVATE TUTOR

- A. A request for exemption of pupil from school in order to receive instruction from a private tutor must be initiated at the school of the pupil's enrollment by the parent or legal guardian on behalf of the pupil or by an emancipated minor on his own behalf, whose emancipation has been verified by the Pupil Services and Attendance Central Office.
- B. A request for exemption of a pupil currently not enrolled must be initiated at the Pupil Services and Attendance Central Office, by the parents or legal guardian on behalf of the pupil or by an emancipated minor on his own behalf, whose emancipation has been verified by the Pupil Services and Attendance Central Office.
- C. Forms required to be completed by parent, pupil, tutor:
 - 1. Pupil Services and Attendance Branch Form 32.123, "Request for Exemption of Pupil Because of Instruction by Tutor":
 - a. is initiated at school of enrollment or Pupil Services and Attendance Central Office, by parents/guardian and pupil, and issued for completion by the tutor.
 - b. is forwarded to the Pupil Services and Attendance Central Office upon completion by the tutor.
 - 2. "Pupil Tutor Report." Pupil Services and Attendance Branch form 32.124:
 - a. Must be completed by tutor; original and duplicate are forwarded to Pupil Services, Office of Pupil Services and Attendance:
 - (1) at any time tutoring is terminated.
 - (2) if there is a change of tutor.
 - (3) at the end of each school semester.
 - b. Must be completed by the tutor and submitted by the pupil/parent to the school when re-enrollment is requested after exemption because of tutoring.

- c. Is required for the grade taught for elementary school pupils.
 - d. Is required for each subject taught for secondary school pupils.
3. The required forms are available from the Office of Pupil Services and Attendance, (213) 625-4181, upon request.

III. VERIFICATION BY PUPIL SERVICES AND ATTENDANCE BRANCH OF EXEMPTION DUE TO INSTRUCTION BY TUTOR

- A. The Pupil Services and Attendance Office verifies the validity of the tutor's credential with the Los Angeles County Superintendent of Schools Office and notifies the pupil's school of enrollment and the parent/guardian.
- B. A pupil is not considered exempted from school attendance in order to receive instruction by tutor until clearance has been received from the Pupil Services and Attendance Office as to the validity of the tutor's credential.
- C. Expiration of Exemption
 1. Exemption from school attendance in order to receive instruction by tutor expires at the end of the school year and must be renewed at the beginning of each new school year.
 2. Request for renewal of exemption must be initiated by the parent/guardian at Pupil Services and Attendance, Central Office.
 3. The exemption becomes invalid if the tutor terminates the tutoring process before the end of the school year.
 4. If the pupil receives instruction from another tutor and the parent/guardian wishes the child to be exempted, a new exemption request must be initiated at the Pupil Services and Attendance, Central Office.

IV. RESPONSIBILITY OF PARENT/GUARDIAN AND TUTOR REGARDING INSTRUCTIONAL PROGRAM GIVEN BY TUTOR

- A. It is the responsibility of the parent/guardian and the tutor to design an educational program for the pupil which meets provisions of Education Code Sections 48224, 51210 and 51220. If the pupil is in grades 7 through 12, the educational program also must meet provisions of Los Unified School District Publication No. SC 769.1-22 Secondary School Curriculum Guidelines for Instruction.

- B. It is the responsibility of the parent/guardian and the tutor to provide the instructional materials needed by the pupil being tutored. The school will not furnish such materials.
- C. It is the responsibility of the tutor to file the "Private Tutor Report" with the Pupil Services and Attendance Central Office, at the end of each semester or at any time the tutoring is terminated.

V. RE-ENROLLMENT IN SCHOOL AFTER EXEMPTION FOR INSTRUCTION BY TUTOR

- A. A pupil of compulsory school age who requests enrollment, resides in the District and has been exempted due to instruction by tutor must be enrolled in school in accordance with District regulations.
- B. The parent/pupil must present the "Private Tutor Report" at the time re-enrollment is requested.
- C. Evaluation of Tutor Report(s) for credit earned through instruction by tutor is made by receiving school principal.
- D. Grade placement of the pupil is determined by the receiving school principal.