



FREE ANNUAL-EVALUATION WORKBOOK

Florida Home Education Annual Evaluation Decision and Deadline Planner

A source-based workbook for choosing one permitted annual-evaluation method, preparing the right evidence, and saving proof that the evaluation reached the correct district office.

Inside this resource

- ☐ Registered-home-education versus PEP status check
- ☐ Five statutory evaluation-method comparison
- ☐ Evaluator, test, and district question lists
- ☐ Portfolio and submission-readiness checklist
- ☐ Deadline, receipt, and next-year record

Created by a homeschool parent. Built for Florida families.

Updated October 2026



CONFIRM THE PATH

Do not apply the wrong accountability rule

This planner is for a student registered in a Florida home education program. PEP, private-school, and public virtual students may follow different assessment or reporting rules. Write the student's actual status before scheduling anything.

Question	Current answer	Who confirms	Date checked
Student's education path			
County of residence			
Home education start date			
District record/ID if used			
Evaluation due date			
Termination or transfer planned?			
PEP or private-school involvement?			

Official starting point

Florida law says the parent selects the annual evaluation method and files a copy annually with the superintendent's office in the county where the student resides. Confirm the district's current submission process directly.



COMPARE

Five methods listed in section 1002.41

Method	Key condition to verify	Fit notes	Current option
Portfolio review and student discussion	Teacher holds a valid regular Florida certificate for elementary or secondary academic subjects.		
Nationally normed achievement test	A certified teacher administers the test; confirm the current accepted assessment and reporting format.		
State student assessment	Certified-teacher administration at a district-approved location and under district-approved conditions.		
Qualifying licensed psychologist	Evaluator holds the active Florida license described by the statute.		
Other valid measurement tool	Parent and district superintendent mutually agree before the family relies on it.		

One filed method

FLDOE's home education FAQ says only one statutory method is selected and submitted for the annual-evaluation requirement, even if a family uses other assessments for its own planning.



INTERVIEW

Questions before hiring or registering

- ☐ Which statutory method will this service satisfy, and what current credential or approval supports that route?
- ☐ What records, work samples, student discussion, technology, identification, or testing conditions are required?
- ☐ What is the total price, cancellation policy, turnaround time, and retest or follow-up policy?
- ☐ Who receives the final document: the parent, the district, or both?
- ☐ What exact name, signature, credential number, score report, or wording will appear on the document?
- ☐ Does the provider promise a learning decision only, or make claims about district acceptance that the district should confirm?
- ☐ How are student records stored, shared, retained, and deleted?

Candidate	Method/credential	Price/date	Records needed	Decision



PREPARE

Build the evaluation packet

- ☐ Current education-path and county information are confirmed.
- ☐ The selected statutory method is written down.
- ☐ The evaluator's certificate or professional license is current when the selected method requires one.
- ☐ The portfolio contains a contemporaneous activity log, reading materials identified by title, and representative samples.
- ☐ Digital files open and outside-provider links or reports have been saved before accounts expire.
- ☐ The student's needs, communication preferences, accommodations, and comfortable discussion format were shared in advance.
- ☐ The district's submission address, portal, email, accepted format, and receipt practice were verified.

Appointment/assessment date

Evaluator or district contact

Packet location

Submission target

Backup location



SUBMIT AND PROVE

Close the loop

Step	Date	Contact/method	Confirmation saved	Follow-up
Final evaluation received				
Names/dates/credential checked				
Copy submitted				
District receipt saved				
Record backed up				
Next-year reminder created				

Termination caution

Florida's home education statute separately addresses termination and the annual evaluation. Ask the district how it wants the final documents submitted when a program ends, and save written proof of what was sent.



IF PROGRESS IS QUESTIONED

Record the written notice and response plan

Statutory process

Section 1002.41 describes written district notice and a one-year remedial-instruction period when the evaluation does not demonstrate progress commensurate with the student's ability, followed by reevaluation. Obtain the actual notice and qualified help rather than relying on a verbal summary.

Item	Current answer	Source/professional	Next date
Written notice received			
Specific concern stated			
Instruction/support plan			
Evidence to preserve			
Reevaluation method			
District communication			
Professional or advocacy help			



VERIFY

Official Florida sources

[2026 Florida Statute 1002.41 - Home education programs](#)

[Florida Department of Education - Parent Home Education Resources](#)

[Florida Department of Education - Home Education](#)

**Reviewed
October 2, 2026**

This workbook is educational information, not legal advice. District submission methods, evaluator availability, test options, fees, and scholarship rules can change. Use the current statute, FLDOE guidance, and the student's responsible program before relying on a method or deadline.

My next three actions
