



FREE TRANSITION WORKBOOK

Florida Homeschool Move, Transfer and Exit Checklist

A decision and records workbook for changing counties, entering a school, changing education pathways, or closing a Florida home education program.

Inside this resource

- ☐ Scenario selector and contact map
- ☐ Move-between-counties workflow
- ☐ School-entry and records packet
- ☐ Program termination and confirmation log
- ☐ High-school and scholarship continuity check

Created by a homeschool parent. Built for Florida families.

Updated October 2026



IDENTIFY THE EVENT

Different changes require different actions

Do not use a generic withdrawal letter for every transition. First identify the student's current legal education pathway, the destination pathway, and whether the family is changing residence.

Scenario	Current pathway	Destination	First official contact
Move to another Florida county	Registered home education	Continue registered home education	Both county home education offices
Enter public or charter school	Any home-based pathway	Public enrollment	Receiving school plus current administrator
Enter a private school	Registered home education/PEP	Private-school enrollment	Private school plus current administrator
Complete or end program	Registered home education	Graduate, age change, or other exit	County home education office
Change scholarship pathway	PEP/FES-UA/private school	Another pathway	Scholarship organization and applicable school/district

Important distinction

A school withdrawal, a home education transfer, a home education termination, and a scholarship status change are not interchangeable. Confirm each affected system.



Know who must receive what

Organization	Contact	What to submit/ask	Method	Due date	Confirmation

Include only the systems that apply

- ☐ Current county home education office
- ☐ New county home education office
- ☐ Current public, charter, private, or umbrella school
- ☐ Receiving school or college
- ☐ Scholarship funding organization/account administrator
- ☐ FLVS or other course provider
- ☐ Evaluator, co-op, tutor, therapist, or activity program



MOVING COUNTIES

Continue home education without losing the record trail

- Open the current FLDOE Home Education Program Transfer Request sample and confirm the latest instructions.
- Enter the old and new addresses and both county names accurately.
- Send the completed transfer request to both county home education offices using their current accepted method.
- Ask the prior county to close its file and confirm the next evaluation due date to the parent and new county in writing.
- Ask the new county to confirm registration and the retained anniversary/evaluation date.
- Save the sent form, delivery proof, acknowledgments, and contact notes with the student's permanent records.

Current FLDOE sample

The current sample says no evaluation and no notice of termination is required when the transfer is due to a change in residence and the program continues in the new county. Confirm the current form before relying on this workflow.

Prior county

New county

Form sent to both on

Prior county confirmation

New county confirmation

Next evaluation due date



Prepare a clear learning record packet

- ☐ Request the receiving school's written enrollment and placement requirements.
- ☐ Ask who evaluates home education work, credits, grades, testing, and grade-level placement.
- ☐ Prepare a parent transcript or progress summary when relevant, but do not assume every receiving school must accept every parent-assigned credit or grade.
- ☐ Include course descriptions, dates, learning materials, work samples, test results, and external transcripts where useful.
- ☐ Request official records directly from FLVS, colleges, testing agencies, or prior schools when required.
- ☐ Keep copies of everything submitted and the final placement or credit decision.

Record	Prepared	Official copy requested	Submitted	Decision saved
Course/grade summary				
Course descriptions				
Work samples				
Test scores				
FLVS transcript				
College transcript				
Evaluation				
Attendance/status records				



Close the program deliberately

State starting point

FLDOE parent resources list a Letter of Termination among the core parent actions when a registered home education program is completed. The current statute and district instructions control.

- ☐ Confirm whether this is a termination, a county transfer, or a change in education pathway.
- ☐ Use the current district instructions and include the required student and parent information.
- ☐ Coordinate the effective date with any receiving school, scholarship program, or course provider.
- ☐ Ask the district for written confirmation that the home education file was closed and note the effective date.
- ☐ Complete any annual evaluation or final-record step that applies to this scenario; do not assume one rule covers every exit.
- ☐ Preserve the portfolio and permanent records for the required period and longer when they support future enrollment, employment, or college applications.

Reason/pathway change

Effective date

Notice sent

Delivery proof

District confirmation

Final record location



PROTECT CONTINUITY

High school, college, scholarship, and services

Area	Status before change	New owner/contact	Deadline	Proof saved
Transcript/credits				
Annual evaluation				
Dual enrollment				
Bright Futures				
Testing				
PEP/FES account				
Provider reimbursements				
IEP/ESE/service records				
Athletics/activities				

Do not rely on verbal assurances

Save dated written decisions about credit, placement, eligibility, account closure, unused funds, reimbursement status, and required records.



VERIFY

Official transition sources

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

[Florida Department of Education - Home Education Program Transfer Request sample](#)

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

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

**Reviewed
October 2, 2026**

This workbook provides educational organization, not legal advice. Confirm the current statute, form, district procedure, receiving-school policy, and scholarship rules before acting.

My next three actions
