

**Sample Letter Certifying Substantial Equivalence
by Home Instruction Program**

RE: Certification of Compliance with Section 100.10

To Whom It May Concern:

I have examined all of the records submitted for [name of student] in accordance with Section 100.10 of the Regulations of the Commissioner of Education. The records show that Individualized Home Instruction Plan (IHIP) forms, quarterly reports and annual assessments have been received for the equivalent of four years of high school work in a home instruction program. Therefore, I hereby certify that [name of student] has completed the substantial equivalent of a four-year high school course in compliance with Section 100.10.

Sincerely,

Superintendent of Schools