

STATUS REPORT ON THE IMPLEMENTATION OF THE LEARNING PROJECT

Reference document for parent-educators

2020-2021

What is the status report?

The status report is a document that describes the implementation of the learning project. It provides a snapshot of the learning activities carried out as well as the approximate amount of time allocated to them. It also mentions any changes that may have been made to the learning project. The requirements this document must meet are presented below.

Templates for preparing the status report are available to parent-educators on the [Ministère's website](#).

What requirements has the Direction de l'enseignement à la maison set with regard to the status report?

To avoid losing any data when you close the file, please download a copy of the template and save it to your computer before you complete the form.

In accordance with the *Homeschooling Regulation* (CQLR, c. I-13.3, r. 6.01), the Direction de l'enseignement à la maison has produced a document explaining the requirements with regard to the subjects and competencies that must be taught, monitored and evaluated every year or cycle, depending on the subject or level of education. Parents will receive this document from the resource person assigned to their family.

1. The learning activities carried out

The main learning activities carried out by the child must be indicated **for each competency**. Parents may also indicate the activities planned at the outset as part of the learning project, to show how the planned activities compare to those that have been carried out to date.

2. The approximate time allocated to the learning activities

The approximate time allocated to learning activities must be indicated for each subject. This refers to the duration and frequency of an activity (e.g. an online mathematics course three hours a week, science activities at a centre one day a week, one hour per day for each subject, a monthly workshop on second-language conversation).

3. The changes made to the learning project, if applicable

Any changes made to the learning project that do not directly affect the child's learning must be indicated in the status report. Such changes could pertain, for example, to how resources are used or activities carried out.

However, **parents must inform the Minister of any substantial change made to the learning project within 15 days**. For this purpose, an email explaining the change must be sent to the resource person assigned to the family. A substantial change is any major

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change made to the planned learning, irrespective of how the learning is acquired. This may be a change to the planned learning for one or several subjects, such as when learning activities are dropped partially or completely. A substantial change may be necessary for health reasons or another reason that limits the possibility of acquiring the learning. Parents can contact their resource person if they have any doubt about the nature of a change or the actions to be taken as a result of a change.

When do the parents have to submit the status report?

The parents must send the Direction de l'enseignement à la maison a written status report on the implementation of the learning project between the third and fifth month after the learning project has been implemented. For example, for a learning project with an implementation date of September 30, the status report must be submitted between December 1 and February 28. The status report may be submitted together with the mid-term report. [A template](#) for preparing the status and mid-term reports in a single document is available to parent-educators on the Ministère's website.

If a child stops attending an educational institution between January 1 and March 31, the parents must submit the status report by June 15 following the beginning of the learning project's implementation, just like the completion report.

If the child stops attending an educational institution after March 31, the submission of the status report is optional.

How do parents submit the status report?

The status report and any other information or document that may be useful when assessing it may be sent:

- through the [secure site for homeschool providers](#) on the Ministère's website
- by email directly to the resource person assigned to the family
- by email to dem@education.gouv.qc.ca
- by fax (514-787-3583) or mail:
Direction de l'enseignement à la maison
Ministère de l'Éducation
600, rue Fullum, 8^e étage,
Montréal (Québec) H2K 4L1

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What happens after the status report has been assessed?

The Direction de l'enseignement à la maison assesses the submitted status report. If the status report complies with the relevant conditions and procedures, the parents will receive a message to this effect. If the status report does not comply with the relevant conditions and procedures, the Direction will notify the parents in writing, giving reasons and making recommendations to correct the situation. The parents must submit a new status report within 30 days of receiving such a notice. The resource person may assist parents in preparing the new document, if required.

The Direction de l'enseignement à la maison recommends that parents keep evidence of learning on hand (including the date, learning context and educational aim). They are also encouraged to record and comment on any observations they have made, so that this information is available if needed. These comments and observations may also be useful when preparing the reports on the child's learning progress or the portfolio, if parents have chosen this evaluation method.

The **learning context** refers to the context in which a learning activity or project is carried out (e.g. formal, informal or real-life situation, time required for the task, resources and tools used, degree of independence, interest and motivation in the task, type of support provided).

The **educational aim** refers to what a child is expected to know and be able to do when carrying out an activity or project.

Parents who require assistance in preparing the status report on the implementation of their child's learning project may contact their resource person or the [Direction de l'enseignement à la maison](#).

OVERVIEW OF THE REQUIREMENTS

1. The learning activities carried out for each subject
2. The approximate time allocated to the learning activities
3. The changes made to the learning project, if applicable