

Step by Step instructions for filing the PI-1206:

You can file the form from any computer with internet access. You do not need an email account to file the form or to receive confirmation that the DPI has received your form.

Click on the button on the page titled “PI-1206 Homeschool Report (HOMER)” that says, “Click Here to Begin.”

“Step 1: Sign In” Here you will need to “set up an ID and password,” by using the right side of the page under “New to HOMER?” (Note: If you filed a form last year, you can use the same ID and password as last year.)

Once you have created an ID and password, you can sign in and follow the instructions below. If you have not yet created one, click on the button that says “Set Up New ID.”

To create your ID and password, on the next page, titled “Set Up New ID,” type your first and last name in the boxes provided. If you are following WPA’s recommendation and NOT using your email address as your ID, click on the circle that says, “No, I am NOT using an email address as my ID.”

The box in the middle of the page labeled “Email / ID” Create your ID. Write down your ID and then type it in the box. Retype it in the box as directed. If the two IDs do not match, you will see “Emails don’t match” in red. Retype both fields so they match.

Then create a password. Write down your password then type it in the box and re-enter it where it says “Retype password.” If you don’t type it exactly the same way both times, there will be a message in red that says, “Passwords don’t match.” Retype both fields so they match.

Then click the “Save and Continue” button. If you have forgotten to fill in any boxes that are required, you will see a red asterisk and the message “Required.” You need to fill them in before you can continue.

Now click either “Continue” or “Sign In” and the page that says “Step 1: Sign In” will reappear with your ID in the email or ID box. Type the password you just created in the password box and click “Sign In.” You will see a page that says “Review SignIn Data.” If your ID and parent name are correct, click continue. If they are incorrect, click “Change Email or ID” or “Change Parent Names” and correct them. You will now see a page that says, “Enter Parent / Guardian Contact Information.”

Fill in your mailing address. If your mailing address is the same as your street address, click the box that says, “Street address is the same as mailing address.” If your mailing address is not the same as your street address (for example, if your mailing address is a post office box), you need to type in your street address so school officials can verify that the school district you enter later in this process is the correct one.

The next page asks you to review your contact information. Click the “Continue” button to proceed.

Fill in the form completely, clicking the “Continue” button when you have completed each page.

Note that to protect your privacy, the form does not require your children's names, dates of birth, ages, social security numbers, etc. Since 1984, homeschoolers have worked hard through WPA to prevent this information from being required. Please do not provide any information that is not required, including a phone number.

Although one page has a header labeled "Electronic Signature," all you have to do to "sign" the form is check a box that says "By checking this box, I agree that the home-based private educational program meets all of the following criteria." Nothing else is required for your signature. You do not need to scan it in, type your name, provide your social security number or any other type of verification.

As soon as you have clicked on the box that says, "Submit Enrollment Data," you will see a page that says, "Congratulations! Your PI-1206 Homeschool Report has been successfully received.

What To Do Next." Click on "Print a copy of your Homeschool Report data." Note that in the upper right hand corner of the form you printed, it says, "To the Parent: Your PI-1206 Homeschool Report has been submitted and received by the DPI. Your confirmation number is 000." This statement is the equivalent of a letter of acknowledgment from the DPI and is what you will need for proof that you filed your form.