

PART-TIME ENROLLMENT

PART-TIME ENROLLMENT PROCEDURES

1. Enrollment requests will be received by the building administrator.
2. Registration forms for part-time enrollment will be available at the district schools.
3. Parents/guardians of part-time students will follow all related district enrollment procedures.
4. Part time students must comply with the policies and procedures of the District, including those rules governing student conduct. The part-time enrollment cannot result in the expenditure of public money for the direct benefit of a private school.
5. The application for part-time enrollment may contain other requirements as established by the Superintendent or designee.
6. The building administrator will notify the Superintendent or his/her designee as to the enrollment of students who are primarily enrolled outside of the district.

TRANSCRIPTS GRADES

Parents/guardians of students who are not primarily enrolled in district schools will be responsible for obtaining the necessary report cards/transcripts and/or other indicators of academic progress and providing them to the district.

Part-time students will receive grades based on impartial consistent observation of the quality of the student's work in the course(s) in which the student is enrolled. Part-time students will be graded by use of the grading procedures utilized for all students enrolled in the district.

SECONDARY STUDENTS

A secondary student enrolled in an approved correspondence study program or as a part -time public school student under 4 AAC 05.035, shall be counted on a full-time equivalent basis as follows:

- (1) a student enrolled in one core course in a semester equals 0.25 full-time equivalent.
- (2) a student enrolled in two core courses in a semester equals 0.5 full-time equivalent.
- (3) a student enrolled in three core courses in a semester equals 0.75 full-time equivalent.
- (4) a student enrolled in four or more core courses in a semester equals 1.00 full-time equivalent.

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ELEMENTARY STUDENTS

Elementary Students enrolled in an approved correspondence study program or as a part-time public school student under 4 AAC 05.035, shall be counted on a full-time equivalent basis as follows:

1. Elementary students enrolled in one hour or less per day equals .25 full-time equivalent, (less than 10 contact hours per week);
2. Elementary students enrolled in two hours per day equals .5 full-time equivalent, (10+ but less than 15 contact hours per week);
3. Elementary students enrolled in three hours per day equals .75 full-time equivalent, (15+ but less than 20 contact hours per week);
4. Elementary students enrolled in four hours per day equals 1.0 full-time equivalent, (20+ contact hours per week).

A district enrolling a part-time student shall determine if the part-time student is enrolled with another school district or a statewide correspondence study program. If a part-time student is enrolled in two school districts, the districts must coordinate to ensure that the student is not counted more than one full-time equivalent for public school funding purposes.

A part-time student who generates one full-time equivalent in one district cannot enroll with another school district or correspondence study program as a part-time student.

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