

## **ADMINISTRATIVE PROCEDURES FOR PART-TIME ENROLLMENT AND ATTENDANCE**

### **ENROLLMENT OF PART-TIME REGULAR EDUCATION STUDENTS**

The District accepts nonpublic school students, including parochial and home-schooled students, who legally reside within the District as defined by Section 10-20.12b of the *School Code* for part-time attendance in the District's regular education program on a space-available basis.

Regular education students applying for part-time attendance in the District must seek to enroll in at least one course, but may apply to enroll in more than one course, up to all courses but one.

However, if a regular education part-time student seeks enrollment in any one of the District's core academic courses, *i.e.*, math, science, history, reading, and world languages, such student must enroll in all of the District's core academic courses.

Part-time students will participate in their enrolled courses at the time the course is offered during the regular school schedule.

Requests for part-time attendance must be submitted to the principal of the school in the school attendance area where the student resides.

All requests for attendance in the following school year must be submitted before May 1. Students accepted for part-time enrollment must comply with all discipline and attendance requirements established by the District.

### **ENROLLMENT OF PART-TIME SPECIAL EDUCATION STUDENTS**

The District will accept for part-time attendance those students with disabilities who legally reside within the District as defined by Section 10-20.12b of the *School Code* and are enrolled in non-public schools.

Special education students applying for part-time attendance in the District may enroll in one course only.

These students may also enroll in more than one course, up to all courses but one.

Requests must be submitted to the principal of the school where part-time enrollment is sought by the student's parent(s)/guardian(s).

Special education services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Students eligible for special education services who attend the District on a part-time basis will receive an individualized education plan and, to the extent that the student attends the District, a free appropriate public education.

#### **CO-CURRICULAR ACTIVITIES AND FEES FOR PART-TIME STUDENTS**

Students enrolled with the District on a part-time basis may attend any co-curricular activity associated with a District course in which he or she is enrolled.

The parent(s)/guardian(s) of a student accepted for part-time attendance is responsible for all fees, pro-rated on the basis of a percentage of full-time fees, unless such student qualifies for a free waiver as determined by State law and the District's Policy on Fee Waivers.

#### **TRANSPORTATION OF PART-TIME STUDENTS**

##### **Regular Education Students**

The District will provide transportation for its part-time regular education students on the same basis that it provides transportation for its full-time students at the beginning and/or end of the school day.

Transportation on other than established bus routes shall be the responsibility of the parent(s)/guardian(s).

Part-time students who are not enrolled in a course that concludes at the end of the school day may not remain on school grounds until the end of the school day in order to access transportation. These students must leave school grounds upon completion of their part-time course(s) for the day.

##### **Special Education Students**

The District will provide transportation for its part-time special education students on the same basis that it provides transportation for its full-time students at the beginning and/or end of the school day, unless additional transportation is required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

**PLACEMENT AND CREDIT ASSIGNMENT**

Recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District.

A student who, after receiving instruction in a non-public school, enrolls in the District will be assigned to grade level according to that student's academic proficiency as demonstrated via achievement testing administered by the District.

A student who, after receiving instruction in a non-public school, enrolls in the District will have academic credits recognized by the District based upon a review of that student's curriculum and work samples and that student's academic proficiency as demonstrated via achievement testing administered by the District.