

Part-Time Class Enrollment AR

Part-Time Enrollment for Secondary Students in Comprehensive High Schools AR 5111.2(a)

In accordance with **Alaska statute** (<https://www.akleg.gov/basis/statutes.asp#14.03.078>), a school-age child residing in the district is entitled to attend public school without payment of tuition during the school term, subject to AS 14.14.110 and AS 14.14.120.

Access to ASD courses and programs at its comprehensive high schools is prioritized as follows:

1. Full-time students enrolled in their neighborhood school;
2. Part-time ASD students enrolled at another ASD school;
3. Part-time students enrolled from outside the district.

Part-time class enrollments provide an opportunity for students who are enrolled in an alternative or charter high school in the district or through a homeschool/correspondence program to take courses on a part-time basis at one of the comprehensive secondary schools in ASD. Students may enroll in up to 1.5 credits on a part-time class enrollment.

See **BP 5111.2 PART-TIME ENROLLMENT** (<https://www.boardpolicyonline.com/?b=anchorage&s=318500>) for more information on the definition of a part-time student, including transportation, extracurricular, and cocurricular activities.

Part-Time Class Enrollment Requests AR 5111.2(b)

Part-time enrollment requests for the fall semester must be submitted and approved prior to the start of the semester.

Students may apply for part-time enrollment using the Part-time Class Enrollment Request Form.

- Students (and parents) may not request specific teachers
- Students requesting multiple courses must schedule the courses consecutively.
- Students may indicate requested course(s) and time of day preference on the request form.
- Courses may not be available during every class period and are subject to class capacity.

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- Documented accommodations for students with IEPs, 504s, or designated ELL will be met. Guidance may be provided through ASD's Instructional Division.

Processing of Part-Time Enrollment Requests

To begin the process, parents or guardians shall submit the Part-Time Class Enrollment Request Form to the student's primary school of enrollment. The primary school shall coordinate with the receiving secondary school to review the request. Approval by the principals of both schools is required.

Students who attend a school outside of the Anchorage School District shall submit the request directly to the secondary school where enrollment is requested.

Part- Time Class Enrollment Timeline AR 5111.2(c)

Part-time Class Enrollment Request Forms may be submitted to the student's primary enrolled school beginning August 1 in order to be considered for the first semester of the school year. The form will open for the second semester of the school year in December prior to winter break.

Notification of approval or denial of part-time enrollment requests will be provided by the tenth day of the fall semester.

For the spring semester, requests for part-time enrollment must be submitted no later than the tenth day of the semester. Requests for exceptions to this deadline must be submitted in writing and approved by the primary school principal.

Part-Time Enrollment Contingent Upon Section Availability AR 5111.2(d)

Placement in any course is subject to section availability.

If a school is unable to accommodate a request due to full course sections, the school shall place the student on a waitlist and notify the student if space becomes available.

Part-Time Enrollment Student Requirements AR 5111.2(e)

Students must comply with all school rules, policies and procedures.

Students are required to attend all scheduled classes for the full instructional period unless authorized by parents or school personnel to be absent in accordance with requirements outlined in **School Board Policy 5113 Absences and Excuse** (<https://www.boardpolicyonline.com/?b=anchorage&s=318505>).

Schools occasionally run alternative bell schedules for assemblies and other school events. Part-time students shall be aware of changes to the bell schedule.

Students must arrive shortly before class begins and depart immediately after class ends

Students may use their neighborhood bus route at the beginning or end of the day if it aligns with their part-time schedule; otherwise, transportation is not provided.

Students who drive to campus must obtain a parking permit in accordance with school procedures.

Violation of district and/or school rules outlined in the **ASD Secondary Student Handbook** (<https://www.asdk12.org/students/student-handbooks>) may result in ASD district sanctioned disciplinary action, which may include removal from part-time enrollment.

Part-time students are subject to all applicable district policies, school rules, procedures, and attendance requirements while on campus or participating in school activities. Administrators should refer students and families to the **ASD Secondary Student Handbook** (<https://www.asdk12.org/students/student-handbooks>) and **School Board Policy 5113 Absences and Excuse** (<https://www.boardpolicyonline.com/?b=anchorage&s=318505>) for part-time student expectations regarding attendance, bell schedule, transportation and parking permits, and disciplinary action if district and/or school rules are violated.

Part-Time Enrollment Financial Responsibilities AR 5111.2(e)

Financial responsibilities

For students enrolled in ASD correspondence charter schools or other statewide correspondence programs, each approved part-time course shall be applied toward the student's financial allotment in accordance with the amount specified on the Part-Time Class Enrollment Request Form.

The cost of each approved course shall be deducted from the student's allotment through the correspondence program. At the end of the semester, the correspondence program shall verify the student's enrollment at the receiving school and process the transfer of instructional funds through the Anchorage School District Budget Office.

The Anchorage School District will not issue refunds after the first day of class.

Activities and ceremonies AR 5111.2(f)

Inclusion of part-time students in the school yearbook is not guaranteed.

Part-time students may attend school events.

Credit completion towards graduation is tracked by the counselor assigned at the school where the student is primarily enrolled.

Part-time students should seek ASD Secondary guidance for requirements related to participating in a comprehensive high school graduation ceremony at the time of part-time enrollment form submission.

ASD Secondary Student Handbook (<https://www.asdk12.org/students/student-handbooks>) and School Board Policy 5113 Absences and Excuse (<https://www.boardpolicyonline.com/?b=anchorage&s=318505>)