

CORRESPONDENCE STUDY PROGRAM

[Note: Pursuant to AS 14.30.010, a student may be exempt from compulsory attendance if enrolled in a full-time state-approved correspondence study program governed by AS 14.03.300-310. All districts enrolling non-resident students and part-time students in a correspondence study program are required to enter into cooperative arrangements with the district where the non-resident student resides, as required by AS 14.14.110. The cooperative arrangement begins with notice from the enrolling district to the district of residence, which shall include the name, address, social security number, and percentage of full-time equivalency for each student enrolled. districts that enroll non-resident students who require special education and related services shall enroll each student through an individualized cooperation agreement with the resident district. This agreement shall include the plan of services to be provided to the child, the identification of IEP team members from all districts, if applicable, and a description of the manner in which the enrolling district teachers will participate as a member of the IEP team. The plan and cooperation agreement must include the identification of the child in a manner that complies with confidentiality requirements.](#)

~~[Note: Pursuant to AS 14.30.000, a student may be exempt from compulsory attendance if the student is enrolled in a district approved correspondence study program.](#)~~

[Note: The following sample policy may be revised or deleted to reflect district philosophy and needs. The purpose of the policy is to recognize that students may enroll in a correspondence program. This policy does not establish authority for a district correspondence program. Districts desiring to offer a correspondence program, or to change an existing program already offered, must comply with the requirements of AS 14.03.300-310 and 4 AAC 33.405-490. These laws cover all correspondence study programs offered by a school district, whether or not there is statewide enrollment, and require Department approval prior to beginning or changing a correspondence program. Unexpended annual allotments for correspondence students, as provided in AS 14.03.310, are not subject to the 10 percent limit on unreserved portions of its year-end fund balance in its school operating fund.](#)

The board recognizes that some students may benefit from an educational program other than the regular school program. The Superintendent or designee may approve participation in a correspondence study program when a student's needs can be best met outside of regular classroom instruction and an educational plan for such study is agreed upon and approved by the student's parent/guardian. [If the student desires to enroll in a correspondence program offered by the state or another school district in Alaska, a cooperative arrangement will be entered into as required by law.](#)

*Legal Reference:**ALASKA STATUTES*[*14.03.300-.310 Correspondence study programs*](#)[*14.14.110 Cooperation with other districts*](#)[*14.17.505 Fund balance in school operating fund*](#)~~[*14.17.041 Elementary and secondary instructional units*](#)~~[*14.30.010 When attendance compulsory*](#)*ALASKA ADMINISTRATIVE CODE*[*4 AAC 33.430 Enrollment of students*](#)[*4 AAC 33.432 Enrollment of special education students*](#)[*4 AAC 33.405-.490 Correspondence study programs*](#)[*4 AAC 09.040 Counting of correspondence students and part-time public school students*](#)[*4 AAC 09.160 Fund balance*](#)[*4 AAC 09.990 Definitions*](#)~~[*4 AAC 33.030 Enrollment in correspondence study programs*](#)~~