

AR 5111.2 PART-TIME ENROLLMENT PROCEDURES

1. Enrollment requests will be received by the building administrator.
 2. Applications for part-time enrollment will be available at the district schools ~~ten~~ **five** (~~10~~ **5**) days prior to the first day of each semester.
 3. Parents/guardians of part time students will follow all related district enrollment procedures and must provide transcripts, birth certificate, and immunization records as required by [Alaska law 4 AAC 06.055](#).
- (cf. 5141.31 - Immunizations)*
4. The application for part-time enrollment must include a signed statement by the student and parent/guardian that they will comply with the policies and procedures of the District, including those rules governing student conduct. The application must also contain a signed statement by the parent/guardian that the part-time enrollment does not result in the expenditure of public money for the direct benefit of a private school. The application may contain other requirements as established by the Superintendent or designee.
 5. Part-time enrollment applications will be processed on a **space available**, first-come, first-served basis, **after fully enrolled students**.
 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 be graded by use of the grading procedures utilized for all students enrolled in the district.

(cf. 5121 - Grades evaluation of Student Achievement)

Added 9/97

Revised 9/98

Revised: June 21, 2005

Adopted 10/24

Petersburg City School District