**PARTIAL SCHOOL ENROLLMENT | GUIDANCE | MAY 2019**

Students who meet the criteria for admission into a charter school are eligible for part-time enrollment per [WAC 392-134-010](https://apps.leg.wa.gov/wac/default.aspx?cite=392-134-010). The charter school should defer to their admission policy.[[1]](#footnote-1) Students shall be entitled to take any course and/or receive ancillary services that are available to full-time students. A “part-time student” is defined to include:

* **Private School Students** – Private school students are limited to enroll in public school courses or services not available at the private school. State funding for a private school students is provided for the time the students are served directly by the public school staff on the public school grounds or on sites controlled by the public school. Instruction provided by a private school cannot be reported as public school enrollment.
* **Home-Based Students** – For enrollment reporting purposes, only the time a home-based student is provided services by charter school staff on school grounds can be reported for state funding. The time the student is instructed or supervised by the parent/guardian cannot be reported.

**Special Education**

If a student eligible for special education services is enrolled through the lottery process or enrolled based on the public school’s enrollment policy, parents/guardians may elect to enroll part-time to receive special education and/or related services served through an Individualized Education Program (IEP), in accordance with [WAC 392-172A-01135](https://apps.leg.wa.gov/WAC/default.aspx?cite=392-172A-01135) and [-04010](https://apps.leg.wa.gov/WAC/default.aspx?cite=392-172A-04010). If enrolled, the student is counted for federal and state special education reimbursement in accordance with [WAC 392-134](https://apps.leg.wa.gov/WAC/default.aspx?cite=392-134).

**Ancillary Services**

Ancillary services are any cocurricular service or activity, any health care service or activity, and any other services or activities, except "courses," for, or in which, preschool through twelfth grade students are enrolled by a public school. The term shall include, but not be limited to, counseling, psychological services, testing, remedial instruction, speech and hearing therapy, health care services, tutorial services such as home or hospital instruction for the physically disabled, and sports activities. See [WAC 392-134-005](https://apps.leg.wa.gov/WAc/default.aspx?cite=392-134-005).

**Enrollment Reporting**

Part-time enrollment can be reported as either a partial FTE on Form P-223 or the actual hours of services on Form P-240.

* Report part-time enrollment in regularly scheduled classroom instruction as a partial FTE on Form P-233. Refer to Section 6.I. of the Enrollment Handbook to determine a student’s partial FTE.
* Report actual hours as ancillary services on Form P-240. Refer to Section 7.M. of the Enrollment Handbook for more information on ancillary services.
* Report part-time enrollment in special education on Form P-223-H.

**Information for Families Regarding Home-Based Instruction (Homeschool)**

Parents/guardians must file a signed [declaration of intent](http://washhomeschool.org/wp-content/uploads/2015/04/Declaration.pdf) to provide home-based instruction. The declaration must be filed by September 15th of each school year or within two weeks of the beginning of any public school term (semester, quarter, or trimester). Parent/guardian(s) must file the declaration with their resident school district.

**References**

[2018-19 Enrollment Handbook](https://wacharters.box.com/s/i5jgafz9uo8cddo1206vfzmwt7mtydhn)

[Rules for the Provision of Special Education](http://www.k12.wa.us/SpecialEd/pubdocs/WAC_392-172A.pdf)

[WAC 392-134](https://apps.leg.wa.gov/WAc/default.aspx?cite=392-134-005)

1. Pursuant to RCW 28A.710.050, “a charter school may not limit admission on any basis other than age group, grade level, or enrollment capacity. A charter school is open to any student regardless of his or her location of residence.” However, “[i]f capacity is insufficient to enroll all students who apply to a charter school, the charter school must grant an enrollment preference to siblings of enrolled students, with any remaining enrollments allocated through a lottery.” [↑](#footnote-ref-1)