

STUDENTS

Part-Time, Home-Based, or Off-Campus Students

1. Parents/guardians must file a Declaration of Intent **to Provide Home-Based Instruction form** with the superintendent by September 15, or within two **(2)** weeks of the beginning of any school term. It is applicable only when school is normally in session, i.e., September through June.
2. The district will, if requested, assist the parent/guardian in securing instructional materials at the parent's/guardian's expense.
3. The district will advise the parents/guardians of their rights to enroll a student for part-time instruction and to receive ancillary services. When enrolling for part-time instruction, a student is entitled to participate in all instructional and educational activities related to the indicated instruction, e.g., field trips; the student is expected to meet all course/school requirements, e.g., attendance.
- 4. Part-time, home-based, or off-campus students may only participate in co-curricular programs at their resident school. If their resident school does not offer a particular activity program, the student may petition the principal of a school offering the activity program for permission to participate.**
- 45.** Grade level for re-entry placement into Everett Public Schools will be determined by:
 - a. Conference with parent/guardian.
 - b. Available records of annual program hours and content per grade level as established for approved private school.
 - c. Chronological age and social-developmental level.
 - d. Grade level on standardized achievement tests administered at the building level.
 - e. Review of any additional records.
 - f. Review by staff committee at building level composed of the principal, one or more teachers and a counselor.
- 56.** Acceptance of course work completed in home schooling for high school credit will be determined by:
 - a. Conference with parent/guardian.
 - b. Available records of annual program hours and content per subject area.
 - c. Chronological age and social development.
 - d. Grade level on standardized achievement tests administered at the building level.
 - e. Review of any additional records.
 - f. Review by a staff committee.
- 67.** Parents/guardians may appeal the staff committee's decision to the building principal.

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- 78.** The parent/guardian may request that the student take standardized tests in the district as an ancillary service under the Part-time Attendance Act. The student must take the tests during the same scheduled time as a full-time registered student. This request should be made at the time of Declaration of Intent to provide home-based instruction.
- 89.** In order to be eligible to participate in interscholastic contests or competition, the home-based instruction student must:
- a. Meet WIAA and school district eligibility requirement standards required of all other students.
 - b. Meet and adhere to the same team responsibilities and standards of behavior and performance of other members of the team or squad.
 - c. Participate as a member of the public school that the student would normally attend.
 - d. Provide to the school administration acceptable documentation of "full-time attendance," achievement standards, and any other interscholastic eligibility standards required of all other student participants.
 - e. Comply with WIAA and local school district regulations during the time of participation.
 - f. Be in an approved home-based instruction which is in compliance with [RCW 28A.200](#).
 - g. Provide to school authorities all required forms and provisions.
- 910.** A special notation will be made on transcripts for credits received through home-schooling.
- 1011.** In order to receive an Everett Public Schools diploma using home schooling credits, a student must be enrolled full time and complete the senior year in an Everett public school.

Cross Reference: [Board Policy 3114](#) Part-Time, Home-Based, or Off-campus Students

Adopted: February 4, 1991
Revised: March 20, 1995
Updated: November 2011
Revised: June 2012
Updated: January 2014
Revised: April 2016
Revised: July 2017
PROPOSED: March 2019



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Declaration of Intent to Provide Home-Based Instruction

A parent or guardian who intends to cause ~~his/her~~ their child or children to receive home-based instruction in lieu of attendance or enrollment in a public school, approved private school, or an extension program of an approved private school must file an annual declaration of intent to do so in the format prescribed below:

I do hereby declare that I am the parent, guardian, or legal custodian of the child(ren) listed below, and that said child(ren) is (are) between the ages of eight and eighteen and as such are subject to the requirements found in [RCW 28A.225](#), Compulsory Attendance; I intend to cause said child(ren) to receive home-based instruction as specified in [RCW 28A.225.010](#)(4); and if a certificated person will be supervising the instruction, I have indicated this by checking the appropriate space.

- ☐ The home-based instruction will be supervised by a person certificated in Washington State pursuant to [RCW 28A.410](#).

Child(ren)'s Name(s)

<u>Last</u>	<u>First</u>	<u>Middle</u>	<u>Age</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature

Date

Street Address

City

State

Zip Code

This statement must be filed annually by September 15 or within two weeks of the beginning of any school term with the superintendent of the district within which the parent resides.

Send to: Superintendent of Schools
Everett Public Schools
3900 Broadway
Everett, WA 98201

Attention: Principal Port Gardner K-12 Partnership Program (Sequoia High School)

Adopted: April 2016

Revised: July 2017

Revised: September 2018

PROPOSED: March 2019



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PART-TIME STUDENT STATUS APPLICATION (To take district courses and/or receive ancillary services)

In accordance with board [Policy 3114](#), the parents or guardians of any student not regularly enrolled in the public school who desire their child to take a district course and/or receive ancillary services must complete the following application. Everett Public Schools provides regular educational opportunities and services to students who are home-schooled or enrolled in private school. These opportunities and services are limited to those available to regularly enrolled students at the appropriate grade level; transportation to and from the school site is to be arranged by the parent/guardian.

Parent's/Guardian's Name

Student's Name and Age

** (check one) **

Street Address

[] Home-schooled

[] Private School

City, State

Telephone

Parent/Guardian Signature

Student's Grade

If privately schooled, name of school _____

Has the principal of this school been notified that this application is being filed?

Yes []

No []

List below the public school course(s) and/or ancillary services for which you are making application:

=====

FOR ADMINISTRATIVE USE ONLY

The student is authorized to receive instruction and/or ancillary services as indicated below:

Courses/Services

Location

Courses/Services

Principal Signature

Superintendent/Designee Signature

Date

cc: Building Principal

Return to: Principal Port Gardner K-12 Partnership Program, 3516 Rucker Avenue, Everett, WA 98201

Revised: June 2012

Revised: April 2016