

Request for Part-Time Attendance Form Instructions

This form is for parents/guardians of full-time students attending a private school or Home Based Instruction (HBI) who would like to enroll part-time in a Seattle Public School (SPS) for courses. This form is not used for sports and Special Education; see contacts below for these services. Complete guidelines for part-time enrollment are available at Enrollment Services.

- For Special Education Services contact the Special Education Consulting Teacher for Private Schools at 252-0058
- For participation in the SPS Athletic Program contact the SPS Athletic Program at 252-1800.

Instructions for Parent/Guardian and Student:

1. Complete the student and parent information sections on the reverse side.
2. Contact the Principal of the Seattle Public School you would like to attend and request the desired course or courses.
Private school and HBI students have no right to attend a particular school, and there is no “neighborhood school” designated for private/HBI students.
3. If the Principal agrees to the course, present this form for his/her approval and signature.
4. If approved, take this completed form to Enrollment Services for processing. You will also need to provide the following at Enrollment Services:
 - A completed SPS *School Application Form*, *Student Registration Form*, and *Certificate of Immunization (CIS)* form. These are available at Enrollment Services or online at www.seattleschools.org.
 - In addition, picture ID and two pieces of current address verification must be presented such as a telephone bill, utility or cable bill, lease or mortgage information, or documents from public agencies such as DSHS.

Enrollment Service Locations:

Enrollment Services
John Stanford Center
2445 Third Ave. S.
(206) 252-20760

Bilingual Family Center
Aki Kurose Middle School
3928 South Graham Street
(206) 252-7750

SPS Principals Instructions:

1. Determine if you have space and resources for the student in the requested course.
Assignments are for temporary part-time status; they do not require ‘reported’ seat space.
2. List the course names and the specific time frames (*example: Biology: February – June 2008*).
Approved courses cannot exceed half-time attendance (a maximum of two or three courses depending on the private school program hours). There is no automatic continuation for part-time students. A change to full-time attendance requires an application and is subject to standard assignment guidelines in place at the time of application.
3. Sign the form and return it to the parent/guardian or student.
If approved, the parent/guardian or student is responsible for taking it to Enrollment Services for assignment.

Call Enrollment Planning at 252-0585 if you have questions or need assistance.

Seattle Public Schools Request For Part-Time Attendance Form

For Full-Time Private School or Home Based Instruction Students

STUDENT INFORMATION:

Student's Last Name _____

First Name _____

Middle Name _____

SPS ID# (provided at the Enrollment Services) _____

Birth Date _____

Grade _____

Street Address _____

City/State _____

Zip Code _____

List courses in which the student wants to participate: _____

Public school where courses are requested: _____

PARENT INFORMATION:

Parent/Guardian Name _____

Home Telephone _____

Work or Cell Phone _____

As parent/guardian of (*student's name*) _____, I certify that my student is attending

(*school/program name*) _____ full-time and the courses requested are not provided at any time in this school/program. I have the agreement of the private school principal/director to allow my child to enroll in these courses.

Signature of Parent/Guardian _____

Date _____

SEATTLE PUBLIC SCHOOL PRINCIPAL:

ENROLLMENT IS APPROVED _____ ENROLLMENT IS NOT APPROVED _____

The following courses will be provided for the time periods indicated on the right for the current school year:

Name of School _____

Signature of Principal _____

Date _____

- If the principal approves enrollment of your student, submit this completed form and any other forms/documents required for part-time enrollment to Enrollment Services. See instructions on the back of this form.
- If the principal does **not** approve enrollment, you may request enrollment at another SPS school via this process.