



SHARED – TIME
STUDENTS

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PROCEDURE

Introduction

The complexities of the student assignment and transfer processes in the Seattle Public Schools require the development of comprehensive procedures and guidelines to govern the enrollment of private school students in public school classes on a shared-time basis.

Identification

WAC 392-181 - Part-Time Public School Students - Under the provisions of WAC 392-181, full-time private school students (as defined by the various private schools) are entitled to attend the public schools of the school district wherein they reside, tuition-free, on a part-time basis, subject to the limitations identified in this procedure.

Procedure

1. Students Living Within the Seattle District Boundaries - Private school students who reside within the Seattle School District area must adhere to the following requirements:
 - a. The parent(s) or guardian(s) of a student, or an adult student, is/are required to:
 - (1) Sign a statement certifying that:
 - (a) The student is enrolled "full-time" in a specified private school, and
 - (b) The student is seeking enrollment in a public school to take a specified course, or courses, and
 - (c) The requested course or courses is/are not available at any time in the private school of enrollment.
 - (2) Provide a statement signed by the principal or chief administrative official of the private school of enrollment, verifying that:
 - (a) The applicant is enrolled "full-time" in the private school,



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- (b) The public school course or courses requested is/are not available at any time in the private school of enrollment.
- b. The office of student placement will:
- (1) Determine the student's actual school of assignment according to established school district policies, regulations, and procedures.
 - (2) Assign students to schools serving their places of residence as determined under ~ Seattle.elan.
 - (3) Process requests for exemptions or transfer from the assigned school in accordance with procedures and. Regulations' governing the exception or transfer for all Seattle public schools students.
2. Students Living Outside of the Seattle School District Boundaries -- Students who reside outside the Seattle school district area may attend Seattle public schools on a shared time basis, subject to all rules, regulations, and procedures that govern the enrollment of all out-of-district students.
3. Number of Classes - the number of full-time classes taken in the private school by the student shall equal or exceed the number of full-time classes taken in the public school.
4. Class Requirements - Any class to be taken in the Seattle public schools by a private school student:
- a. Must not be available at the private school.
 - b. Must be separate and distinct from an available class at the private school, not simply a variant of the available private school classes.
 - c. Must not be one that is generally or occasionally offered at the private school, but is not offered during that certain semester or school year.
 - d. Should not be one that satisfies a state board of education course requirement if the private school of enrollment offers a course under any title, or having any content, that satisfies the same state board course requirement.



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- e. Must not be requested solely on the grounds that the style, content, or quality of instruction, or the facilities or equipment supporting the instruction, constitute a "course not offered in the private school.
5. Student requirements - any student requesting shared-time enrollment in the Seattle Public Schools shall:
- a. Have no greater entitlement to attend a specific class in a specific public school than does any full-time student enrolled in the public school.
 - b. Be subject to the same prerequisites or qualifications as other students who request an elective course in a public school to which entry is dependent upon prerequisites or special qualifications.
 - c. Be subject to established public school enrollment requirements and the procedures of the appropriate administrative offices as well as those identified in this document.
 - (1) Option programs
 - (a) Option programs that require full-time enrollment or enrollment in a combination of classes shall not be available to private school shared-time students unless they are able to participate in all of the required classes of the program.
 - (b) Shared-time students may enroll in individual option program classes without being classified as option students, only if public school non-option students are permitted to enroll in the same classes.
 - (2) Special education programs - Private school students who request shared-time enrollment in Seattle Public Schools in order to participate in programs offered by the Seattle School District's Special Education Department shall be subject to the procedures enumerated in this document and the requirements and procedures of that department.
 - (3) Bilingual Programs - Private school students who request shared-time enrollment in Seattle public schools to obtain special assistance in the English language as provided by the Seattle school district bilingual office shall be subject to the procedures enumerated in this document and the requirements and procedures of the bilingual office.



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(4) Disabled students - For those disabled students who are unable to come to the classroom and who request a course (or courses) which meet(s) all requirements identified in this procedure, the course (or courses) can be provided at:

- (a) The student's home
- (b) The hospital

NOTE: Courses cannot be provided upon or within any sectarian (religious) school site or facility.

6. Transportation - A private school student who attends public school classes during:
- a. The first school period of the day, may be transported from the vicinity of the student's residence to the public school of enrollment, provided he or she is otherwise eligible for such transportation under district regulations.
 - b. The last school period of the day, may be transported from the public school of enrollment to the vicinity of the place of residence, provided he or she is otherwise eligible for such transportation under district regulations.
 - c. A school period, which occurs during the remaining school periods of the day, will not be provided transportation between the public and private schools.
7. Student Records (Test Results, Grades, or Other Evaluation) - A request from a private school for the records of a shared-time private school student who is attending a public school will be honored only upon receipt of a written request from the student's parent(s) or guardian(s), or by the student if the student is 18 years of age or older.
8. Appeals - Private school students who are denied requested enrollments shall have recourse to an appeal process through the student transfer review board.