

## DUAL ENROLLMENT PROCEDURE

The parent or legal guardian of a resident student who wishes to enroll their non-public school student must file an application for part-time enrollment on a form provided by the district at least three (3) weeks prior to the beginning of the semester in which the course(s) will be taken. The application shall be submitted to the principal of the attendance center in which the student resides. The application will specify the course, program, or activity that the pupil wishes to attend. Additional applications must be submitted for courses taken in any subsequent semester. The enrollment of a part-time student in one semester is no guarantee of future enrollment.

No later than two weeks prior to the date on which the course is scheduled to commence, the principal shall notify the parent or legal guardian whether the application has been accepted or rejected. If the application is denied, the principal shall include the reason for rejection.

The parent or guardian may appeal the rejection to the superintendent at least one week prior to the start of the semester and within two weeks following the date of the rejection, whichever is earlier. The appeal shall be submitted in writing. The superintendent shall decide the appeal within one week, if possible, including in the decision any limitations on class enrollment sizes, limitations on classroom space, supplies, equipment and instruction, course prerequisites and age-appropriate studies, and other considerations as deemed relevant.

The student and parent/guardian may be required to complete all admissions requirements and procedures normally required of full-time students to qualify for part-time enrollment.