

Part-time Enrollment in Chesterfield County Public Schools

Taking Courses at a School

The School Board respects the right of parents to choose resources other than the public school system for the education of their children. Recognizing that some parents who make this choice may desire to enroll their children in the public school system for attendance at a school on a part-time basis to enhance their educational experiences, the School Board elects to authorize such enrollment in accordance with this policy.

Students who are residents of Chesterfield County and who are either (i) enrolled in a nonpublic school or (ii) receiving home instruction pursuant to Virginia Code §22.1-254.1 may enroll in Chesterfield County Public Schools in order to take a courses or courses in a school on less than a full-time basis according to the following criteria:

- All middle and high school courses in the subject areas identified in the Appropriation Act will be available to such students.
- Part-time enrollment is defined as enrollment in not more than one (1) three credit career and technical course taken at either CTC@Hull or CTC@ Courthouse campus or, two (2) one credit courses taken at the school or through CCPSOnline.
- Chesterfield County Public Schools reserves the right to administer a diagnostic test to determine appropriate placement in selected courses.
- Students must attend the school that serves the attendance zone for their residence.

Any student wishing to enroll in a course pursuant to this policy — other than one offered online — must indicate their desire to do so no later than **March 1** of the preceding school year. A student who relocates to Chesterfield County after March 1 of the preceding school year shall have until the following Aug. 15 to register for any such course. Such indication must be made by completing the Part-Time Enrollment form and submitting it to the principal of the appropriate school.

Students will be eligible to participate in other school-sponsored co-curricular and extracurricular activities while enrolled. Part-time students enrolled under the provisions of this policy are not eligible to participate in Virginia High School League (VHSL) activities.

Students may ride school buses on the regular routes; no additional routes or stops will be added.

Students may be on school grounds no more than 15 minutes before or after any scheduled class time without specific permission from the principal.

Students shall take state Standards of Learning assessments if given in the high school credit-bearing class in which they are enrolled (i.e., end-of-course tests).

Students will be required to meet all requirements of the School Board's Code of Student Conduct as well as rules set forth in the applicable school's handbook.

Principals will include such requests in the master scheduling for the following year. No regularly-enrolled student will be displaced from a course by a student enrolled under this policy.

Taking Online Courses

Chesterfield County Public Schools offers many high school courses online. For more information, visit <http://ccpsonline.ccpsnet.net/>. Homeschooled students who take online classes must enroll as part-time students in Chesterfield County Public Schools.

Chesterfield County Public Schools

REQUEST FOR PART-TIME ENROLLMENT

Student's Name: _____ Date of Birth ___/___/___

Address: _____

Phone number _____

School year requested: _____ Requested School: _____

PARTIAL ENROLLMENT ELIGIBILITY STATUS

Please check the appropriate category below.

The student will be home schooled and will file the required documents to the Home Instruction Office by August 15th.

The student is enrolled in the following non-public secondary school:
Name of School: _____
Address: _____

Courses requested:

Note: The courses must be on the approved list and the student must have completed all prerequisite courses.

Course 1 _____ Course 2 _____

SOL's are administered for students taking courses requiring an SOL.

Your signature below authorizes the school to test the student for purposes of course placement and acknowledges that the student will be enrolled on a part-time basis and the school division will count the student in average daily membership on a pro rata basis for the purpose of receiving state aid. The parent must complete registration requirements including proof of residency and immunizations.

Signature of Parent _____ Date _____

This form is to be submitted to the principal of the school in your attendance zone by March 1 of the year prior to attendance.

Principal Signature _____ Date _____

Original: to be retained at the enrolling school
Copy: Sent by enrolling school to the Office of Home Instruction