

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

Upon request, the superintendent's office will distribute to parents/guardians district developed home-based instruction forms.

The district will advise parents/guardians of their rights to enroll students for ancillary services and/or part-time instruction. The district will file a claim, using Form SPI P-204A, with the state for students receiving ancillary services or enrolled for part-time instruction. Building administrators shall inform the district in June of each year, the total number of hours of ancillary services or part-time enrollment that a home-based student received.

The district will maintain documentation of students placed in home-based instruction. The Teaching and Learning Department of the Clover Park School District may provide materials and/or equipment for home-based instruction if providing such materials and equipment will not interfere with the education of students enrolled in the district.

**Date: 08.02.13**

**Revised:**