



6000 - Instruction

102 - Dual Enrollment (Home School & Private School Students) & U-PASS Policy

1. Purpose

- 1.1. The purpose of this policy is to provide directives for Providence Hall Charter School (PHCS) regarding parents/guardians of home school or private school students who desire to also enroll their students in PHCS or have their student participate in state assessments, in accordance with Utah Rule and Law.
- 1.2. The Board of Trustees (Board) authorizes the PHCS Administration to develop appropriate guidelines, procedures, protocols, and processes for this policy.

2. Home School Students

2.1. Definition

- 2.1.1. For the purposes of this policy, a home school student is one who:
 - 2.1.1.1. has a current completed and notarized home school affidavit on file with their school district of residence; AND
 - 2.1.1.2. is not enrolled in any other public school, whether a school in their school district of residence or any other public charter school, including online public charter schools.

2.2. Currently Enrolled PHCS Students Wanting to Withdraw to Home School

- 2.2.1. A parent/guardian of a currently enrolled PHCS student who want to home school their student must complete the following steps:
 - 2.2.1.1. Withdraw the student from PHCS following the proper procedure (even if planning on dual enrolling the student with PHCS).
 - 2.2.1.2. Complete the PHCS *Intent to Home School Statement*.
 - 2.2.1.3. Go to their school district of residence to complete, notarize, and file a home school affidavit with that district.

3. Dual Enrollment (UT Admin Code R277-438 & Utah Code § 53G-6-702)

3.1. Definition of Dual Enrolled Student

- 3.1.1. A student who is exempt from compulsory public school education by a local school board for instruction in a private or home school (see definition of home school student in this policy) who is enrolled in a public school/public charter school to participate in a course, co-curricular activity or program. Once the dual enrollment process is complete with PHCS, the student is considered a PHCS student for purposes of state accountability and funding.

3.2. Process for Dual Enrollment

- 3.2.1. A home school student must produce a copy of a current completed and notarized home school affidavit on file with their school district of residence.
- 3.2.2. A private school student must produce a letter from the Principal/Administrator of their private school on the private school's official letterhead stating this student is enrolled there and that the school is a regularly established private school.
- 3.2.3. The parent/guardian must follow the PHCS lottery process.
- 3.2.4. If accepted through the PHCS lottery process, the parent/guardian must follow all PHCS enrollment steps and deadlines.
- 3.2.5. The parent/guardian must complete the PHCS *Dual Enrollment Agreement* form annually.

4. Procedures for Dual Enrollment

- 4.1. A student who is accepted for dual enrollment at PHCS:



- 4.1.1. May enroll for academic courses or academic programs that are less than half-time at PHCS.
- 4.1.2. May request participation in any course, co-curricular activity or program at PHCS available to students in the same grade or age group, subject to compliance with the same rules, requirements, policies, standards, assignments, assessments, grading, and credit earning that apply to a full-time PHCS student's participation in the academic course or program.
- 4.1.3. May complete applications for fee waiver and/or free and reduced meals as any full-time PHCS student.
- 4.1.4. Is subject to the same behavior and discipline rights and requirements, administrative scheduling and teacher discretion, and all other PHCS policies and procedures (e.g., dress code, attendance) of a full-time PHCS student.
- 4.1.5. Is eligible for the same special services for a student with a disability as any full-time PHCS student.
- 4.1.6. May participate in activities, programs, field trips, clubs, teams, sports and/or athletics following the same rules, requirements, policies, and/or eligibility that apply to a full-time PHCS participating student. ***(Non-dually enrolled home school or private school students must go to their school district of residence to participate in these things with that district based on their guidelines.)***

5. **U-PASS (Participation in State Assessments)**

- 5.1. A home school student or private school student who wants to participate in any state assessment (e.g., ACT Aspire Plus, ACT) at PHCS must:
 - 5.1.1. Show proof of being a home school student or private school student as outlined in this policy.
 - 5.1.2. Have a parent/guardian notify the building Administrator via email three (3) weeks prior to the posted testing date to formally make the request.
 - 5.1.2.1. All assessment dates are posted on the PHCS online calendar.
- 5.2. All dual enrolled PHCS students automatically participate in applicable state assessments (e.g., ACT Aspire Plus, ACT) at PHCS unless the student's parent/guardian follows the opt-out procedure when that information is given prior to the assessment.



FOR REFERENCE THIS IS THE CURRENT POLICY

1. Home School Students

1.1. Definition

- 1.1.1. For the purposes of this policy a home school student is one who
 - 1.1.1.1. Has a current completed and notarized home school affidavit on file with their school district of residence.
 - 1.1.1.2. Is not enrolled in any other public school, whether a school in their school district of residence or any other public charter school, including online public charter schools.

1.2. Currently Enrolled Providence Hall Charter School (PHCS) Students Wanting to Withdraw to Home School

- 1.2.1. The parent(s)/guardian(s) of a currently enrolled PHCS student who want to home school their student must follow the process below
 - 1.2.1.1. Withdraw their student from PHCS following the proper procedure (even if planning on dual enrolling student with PHCS),
 - 1.2.1.2. Complete the PHCS *Intent to Home School Statement*.
 - 1.2.1.3. Go to their school district of residence to complete, notarize, and file a home school affidavit with that district.

2. Dual Enrollment (UT Admin Code R277-438)

2.1. Definition

- 2.1.1. A homeschool student see definition of home school student in 1.1) who is enrolled in PHCS to participate in an academic course or academic program, and once dual enrollment is complete is considered a PHCS student, and once dual enrollment is complete with PHCS is considered a PHCS student for purposes of state accountability and funding.
- 2.1.2. A student enrolled in a regularly established private school who is also simultaneously enrolled in a public school/public charter school to participate in an academic course or academic program, and once dual enrollment is complete with PHCS is considered a PHCS student for purposes of state accountability and funding.

2.2. Process for Dual Enrollment

- 2.2.1. A home school student must produce a current completed and notarized home school affidavit on file with their school district of residence.
- 2.2.2. A private school student must produce a letter from the Principal/Administrator of their private school on the private school's official letterhead stating this student is enrolled there and that the school is a regularly established private school.
- 2.2.3. Must follow the PHCS lottery process.
- 2.2.4. If accepted through the PHCS lottery process, then must follow all PHCS enrollment steps and deadlines.
- 2.2.5. Must complete the PHCS *Dual Enrollment Agreement* form annually.

3. Procedures for Dual Enrollment

- 3.1. A student who is accepted for dual enrollment at PHCS
 - 3.1.1. May enroll for academic courses or academic programs that are less than half-time at PHCS.
 - 3.1.1.1. At the elementary (K-5), this means less than 3 hours a day.
 - 3.1.1.2. At the junior high (6-8), this means 3 or fewer classes (excluding advisory),
 - 3.1.1.3. At the high school (9-12), this means 3 or fewer classes (excluding advisory),



- 3.1.2. May request participation in any academic course or academic program at PHCS available to students in the same grade or age group, subject to compliance with the same rules, requirements, policies, standards, assignments, assessments, grading, and credit earning that apply to a full-time PHCS student's participation in the academic course or program.
- 3.1.3. May complete applications for fee waiver and/or free and reduced meals as any full-time PHCS student.
- 3.1.4. Is subject to the same behavior and discipline rights and requirements, administrative scheduling and teacher discretion, and all other PHCS policies and procedures (e.g., dress code, attendance) of a full-time PHCS student.
- 3.1.5. Is eligible for the same special services for a student with a disability as any full-time PHCS student.
- 3.1.6. May participate in non-academic activities, programs, field trips, clubs, teams, sports and/or athletics following the same rules, requirements, policies, and/or eligibility that apply to a full-time PHCS participating student. ***(Non-dually enrolled home school or private school students must go to their school district of residence to participate in these things with that district based on their guidelines.)***

4. **U-PASS (Participation in State Assessments)**

- 4.1. A home school student or private school student who wants to participate in any state assessment (e.g., ACT Aspire Plus, ACT, RISE) at PHCS must
 - 4.1.1. Show proof of being a home school student or private school student (see 2.2.1 or 2.2.2)
 - 4.1.2. have parent(s)/guardian(s) notify the Principal at the appropriate PHCS school via email three (3) weeks prior to the posted testing date to formally make the request
 - 4.1.2.1. all assessment dates are posted on the PHCS online calendar
- 4.2. All dual enrolled PHCS students automatically participate in applicable state assessments (e.g., ACT Aspire Plus, ACT, RISE) at PHCS unless the student's parent(s)/guardian(s) follow the opt-out procedure when that information is given prior to assessment.



Intent to Home School Statement

**THIS FORM IS ONLY FOR CURRENT PHCS STUDENTS ONLY
WHO ARE WITHDRAWING TO HOME SCHOOL**

Printed
Student Name

Student
UT SSID#

Birth Date
(mm/dd/yyyy)

M/F

Last			
First			
Middle			
Student's District of Residence			

Parent/Guardian Home School Statement

I, the legal parent/guardian of the student named above, am withdrawing the student named above from Providence Hall Charter School with the intent to home school.

I received, read, & understand the PHCS *Dual Enrollment (Home School & Private School Students) & U-PASS Policy*.

Date

Parent/Guardian
Signature ►

Printed Name
of Parent/Guardian

Address

City, State, Zip

Email

Phone

THIS BOX FOR PHCS USE ONLY

Received by _____ on _____
Printed name of PHCS Employee Date



Dual Enrollment Agreement

THIS FORM IS FOR ANY CURRENT HOME SCHOOL OR PRIVATE SCHOOL STUDENT

Printed
Student Name

Birth Date
(mm/dd/yyyy)

Last	
First	
Middle	

I, the legal parent/guardian of the student named above and request to dual enroll the student named above at Providence Hall Charter School.

I received, read, & understand the PHCS *Dual Enrollment (Home School & Private School Students) & U-PASS Policy*.

I understand the following:

- A home school student must produce a current completed and notarized home school affidavit on file with their school district of residence to Dual Enroll at PHCS.
- A private school student must produce a letter from the Principal/Administrator of their private school on the private school's official letterhead stating this student is enrolled there and that the school is a regularly established private school to Dual Enroll at PHCS.
- I must follow the PHCS lottery process to Dual Enroll at PHCS.
- If accepted through the PHCS lottery process, then I must follow all PHCS enrollment steps and deadlines.
- I must complete a new *Dual Enrollment Agreement* form annually.

Preferred Days (for high school only):

☐ A-days ☐ B-days ☐ NA

Preferred Time Block:

☐ AM ☐ PM

Preferred Days:

☐ M ☐ Tu ☐ W ☐ Th ☐ F

Desired Classes in Order of Preference:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Printed Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

THIS BOX FOR PHCS USE ONLY

Approved by _____ on _____
Printed name of PHCS Administrator Date

Approved Academic Courses for Schedule

Notes: