

## Dual and Split Enrollment Guidelines

“Split” R277-494 and/or “Dual” R277-438 Enrollment Guidelines

**Please note:** the only real difference between Dual and Split enrollment is the fee associated with it. **Dual Enrollment** (*private and home*) = all school fees **Split Enrollment** (*online and charter*) = \$75 fee

**“Dual Enrollment”** is only for Homeschool and Private School Students

1. Homeschool Student—Student whose parent or legal guardian has completed a Homeschool Affidavit for exemption status from public school may dual enroll. In order to maintain home school status, their enrollment in their resident public school must be *less* than half time. They will be enrolled less than half time in the computer system, pay full fees, and follow all public school rules and guidelines.
2. Students who enroll from home school study are required to fill out a Homeschool Affidavit.
3. Private School Student—Students enrolled in a private school, requesting enrollment in their resident public school for less than half time, must show verification of their private school enrollment status. The students will be enrolled less than half time in the computer system, pay full school fees, and follow all public school rules and guidelines
4. Students are responsible for all activity fees charged by the resident school associated with the designated activity consistent with fees paid by all students in similar activities and programs payable to the resident school prior to student participation and consistent with R277-407.
5. If a participating private school student qualifies for a fee waiver, all waived student participation fees shall be paid to the resident school by the charter, online, or private school prior to student participation.
6. The Private school shall cooperate fully with all resident schools regarding student's participation in tryouts, practices, pep rallies, team fundraising efforts, scheduled games and required travel and provisions of complete and prompt reports of student academic and citizenship progress or grades upon request.
7. This agreement is for one year only and will need to be reviewed and renewed annually.

**“Split Enrollment”** is for Online or Charter School Students

1. A charter or online school student's school of enrollment shall pay a one-time annual school participation fee of \$75.00 per student to the qualifying school at which the charter or online school student desires to participate (R277-494.3 (2)(a)).
2. The charter or online school shall cooperate fully with all resident schools regarding student's participation in tryouts, practices, pep rallies, team fundraising efforts, scheduled games and required travel and provisions of complete and prompt reports of student academic and citizenship progress or grades upon request.
3. This agreement is for one year only and will need to be reviewed and renewed annually.

\*\*\*\*DO NOT USE OTHER SCHOOLS ``SPLIT OR DUAL`` ENROLLMENT FORMS. ONLY USE THE ONE PROVIDED BY CACHE COUNTY SCHOOL DISTRICT FOR THIS PURPOSE.

## DEFINITIONS:

**School of Enrollment:** the public school that maintains the student's cumulative file, enrollment information and transcript for purposes of high school graduation (R277-494.6).

**Resident School:** Resident school" means a public school: (i) that is under the control of a local school board elected under Title 20A, Chapter 14, Nomination and Election of State and Local School Boards; and (ii) within whose boundaries a student's custodial parent resides (R277-438.7 (a)).

**Co-curricular:** means a school district or school activity, course, or experience that includes a required regular school day component and an after school component, including a special program or activity such as a program for a gifted and talented student, a summer program, and a science or history fair (R277-494.2).

**Extra-curricular:** means an athletic program or activity sponsored by a public school and offered, competitively or otherwise, to a public school student outside of the regular school day or program (R277- 494.3).

**Note:** A private or homeschool student may participate in a co-curricular activity at a public school in accordance with the dual enrollment provisions of rule R277-438.

\*Students enrolled in a Cache County School District high school requesting a class or classes from another high school can be accepted as a courtesy with the approval of their administrator. The class requested must not be offered at the high school of their enrollment. The counseling center or registrar will track the attendance and grades from the teacher(s) and will report to the high school of enrollment. Class and/or book fees will be charged when applicable.

\*Students taking a class in another district's technology center must be enrolled in a Cache County School District school. The other district will report the grades to the school.

# Released- Time Percentages



## High School

Released time form percentages for 5 class periods.

Each class in a 5-period schedule would be worth 16.67 % of the schedule. PowerSchool only allows for whole numbers, so this will be rounded to 17%.

Periods Attending	Percentage Enrolled
5	100%
4	Released Time - enrolled at your school for 80%
3	Released Time - enrolled at your school for 60%
2	Dual Enrollment - enrolled at your school for 40% (Students must be more than 51% or less than 49%, per guidelines)
1	Dual Enrollment- enrolled at your school for 20%



## Middle School

Released time form percentages for 6 class periods.

Each class in a 6-period schedule would be worth 16.67 %(rounded to 17%) of the schedule.

Periods Attending	Percentage Enrolled
6	100%
5	Released Time - enrolled at your school for 83%
4	Released Time - enrolled at your school for 67%
3	Released Time - enrolled at your school for 50% (Students must be more than 50% to have Dual Enrollment per guidelines)
2	Dual Enrollment- enrolled at your school for 33%
1	Dual Enrollment - enrolled at your school for 17%



## Elementary School

Percentages for 6.5 hour day.

Each hour of the day is worth 16.6% (*rounded to 17%*) of the schedule.

Hours Attending	Percentage Enrolled
6.5	100%
6	100%
5	Released Time - enrolled at your school for 83%
4	Released Time - enrolled at your school for 67%
3	Dual Enrollment- enrolled at your school for 49%
2	Dual Enrollment - enrolled at your school for 34%
1	Dual Enrollment - enrolled at your school for 17%

## Dual/Split Enrollment Application (R277-494 and R277-438)

Date: \_\_\_\_\_ Student Number: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_  
CCSD Receiving School: \_\_\_\_\_  
Reason for Dual/Split Enrollment Request: \_\_\_\_\_  
\_\_\_\_\_

**Dual/Split Enrollment School Name or *Homeschool*:** \_\_\_\_\_

**Type of School:**    ☐ Public (\$75)    ☐ Private (Dual)    ☐ Charter (\$75)    ☐ Homeschool (Dual)  
(Cache County School District may invoice according to R277-438)

### Requested Extracurricular/Co-Curricular/Academic Program(s) at Dual/Split Enrollment School

	Course/Program	High School Credit Request
1.	_____	_____
2.	_____	_____
3.	_____	_____

### Dual/Split Enrollment School Approval (Parent signature for homeschool students)

_____	_____
<i>Legal Guardian/Parent Signature</i>	<i>Date</i>
_____	_____
<i>Authorized School Personnel Signature</i>	<i>Date</i>