

INSTRUCTIONS: Please fill out the information completely and accurately. Missing or inaccurate data may hinder processing or result in errors relating to acceptance/denial. Submit the completed form to the Executive Director of Administration at the Administration Building, 500 Main Street, Eau Claire. Upon approval, you will need to enroll your child at the Administration Building.

PUBLIC SCHOOL PART-TIME ATTENDANCE

I. GENERAL INFORMATION

To be completed by the parent, legal guardian or student (if age 18 or older) and submitted to the School District. The application should be submitted to the Executive Director of Administration as early as possible before the scheduled start of the course. Upon approval, you will be asked to complete enrollment paperwork.

	dent Na n stude		(Separate application form is required for	Telephone Number	Grade in previous semester		
Street Address				City	Zip Code		
Currently Attending: ☐ Home-Based Education ☐ Private School				School in which the student is applying to attend:			
	ne of th	ne co	urse or courses the student is applying	Course Number (For high school students see Academic & Career	Scheduled Start Date 1.		
1.				Planning Guide online)	2.		
2.							
				1. 2.			
Alternate Courses:							
1. 2.				3.			
	Yes	No					
1.			Does the student have any special education needs?				
2.			Has the student been expelled any time during the past three years?				
3.			Are disciplinary proceedings pending that could lead to expulsion?				
4.			Does the student have proof of immunization?				
5.	5. Has the student's birth certificate been examined for proof of age?						

II. PARENT/GUARDIAN SIGNATURE AND RELEASE OF RECORDS

Note to parent: Your signature on this form grants permission for the school district to request transcripts necessary to determine whether the student meets the District's prerequisites for the course. Further, s.118.52(10), Wis. Stats., authorizes the Eau Claire Area School District to request any student records relating to expulsion. This consent is effective until the student completes the course or until the application is withdrawn by the parent/guardian.

Signature of Parent/Guardian or Student if 18 or older	Parent/Guardian Name (<i>Please Print</i>)	Date Signed

III. COURSE APPROVAL/DENIAL							
To be completed by the school principal and sent to the parent no less than one week before the scheduled start of the course (a post-mark of at least three days before the parent is required to receive it shall constitute timely notification). A copy will be sent to the Executive Director of Administration's Office upon completion.							
SEMESTER I, COURSE I Name of Course:	SEMESTER I, COURSE II Name of Course:						
□ Approved	□ Approved						
 □ Denied Reason for Denial: Required □ Space is not available in the course. □ Student does not meet high school admission standards. □ Does not meet prerequisite. 	 □ Denied Reason for Denial: Required □ Space is not available in the course. □ Student does not meet high school admission standards. □ Does not meet prerequisite. 						
SEMESTER II, COURSE I Name of Course	SEMESTER II, COURSE II Name of Course						
☐ Approved	□ Approved						
 □ Denied Reason for Denial: Required □ Space is not available in the course. □ Student does not meet high school admission standards. □ Does not meet prerequisite. 	 □ Denied Reason for Denial: Required □ Space is not available in the course. □ Student does not meet high school admission standards. □ Does not meet prerequisite. 						
ALTERNATE COURSE Name of Course	ALTERNATE COURSE Name of Course						
□ Approved	□ Approved						
 □ Denied Reason for Denial: Required □ Space is not available in the course. □ Student does not meet high school admission standards. □ Does not meet prerequisite. 	 □ Denied Reason for Denial: Required □ Space is not available in the course. □ Student does not meet high school admission standards. □ Does not meet prerequisite. 						
Signature of Principal		Date Signed					
IV. NOTIFICATION THAT STUDENT WILL NOT ATTEND							
To be completed by the parent and a copy provided to both the school principal and Executive Director of Administration's Office no later than the last week day (excluding state holidays) preceding the scheduled start of the course.							
(Student Name) will not attend (course).	Name) will not attend (course).	(Student					
Signature of Parent/Guardian or Student if 18 or older		Date Signed					

Revised 8/08/2018