

---

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

Suggested procedures are as follows:

- A. Distribute SPI-developed Declaration of Intent to Homeschool form and district-developed supplementary application to interested parents upon request;
- B. If an off-campus program agreement is not established, clarify the parent's responsibility in providing home-based instruction including instructional time, subject matter, testing and student records;
- C. Advise the parent of their rights to enroll a student for part-time instruction and/or to receive ancillary services;
- D. If the parents wish to enroll the child for off-campus instruction ([WAC 392-121-182](#)), develop an agreement for each subject which provides for:
  - 1. The objective(s) of the program;
  - 2. The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff;
  - 3. A schedule of the duration of the program, including beginning and ending dates within the school year;
  - 4. A description of how student performance will be supervised, evaluated, and recorded by the certificated staff or by qualified school district employees under the direct supervision of the certificated staff; and
  - 5. A description of intervention techniques and criteria for their use.
- E. Maintain proper documentation that includes the written plan, a log of contacts made with parent and student (verification by signature of parent), a log of meetings with a classroom teacher for the same grade level as the student;
- F. Assign a certificated staff member to supervise the parent and student typical schedule: four (4) hours/month with parent and student; four (4) hours/month with classroom teacher; and
- G. Claim student as "enrolled" for purposes of state financial support.