REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: IED
Responsible Office: Deputy Superintendent of Schools

Part-Time Daily Attendance for Secondary Students

I. PURPOSE

To establish procedures for processing a request by a student and his/her parent/guardian for approval of a program requiring less than full-time daily attendance

II. PROCEDURES

A. Sequential Steps for Processing a Request for a Reduced Class Schedule

1. The student meets with the counselor to discuss the request and to plan a program and schedule that will provide an effective educational experience for the student.

2. The student and parent/guardian complete and submit MCPS Form 280-98: *Request for Approval of Part-time Daily Attendance* to the counselor.

3. The counselor adds his or her recommendation to MCPS Form 280-98: *Request for Approval of Part-time Daily Attendance* and submits the request and the proposed program and schedule to the principal for approval or disapproval.

5. The principal approves or disapproves the request and informs the parent/guardian and student of the final decision.

B. Responsibilities

1. The counselor is responsible for—

a) reviewing the request for approval of part-time daily attendance;

b) counseling the student;

c) developing, in cooperation with the student, a proposed program and schedule; and

d) submitting a recommendation to the principal for final approval or disapproval.

2. The principal is responsible for—

a) assuring that the student receives counseling and assistance in the development of a proposed program and schedule;

b) reviewing the request submitted by the student and the recommendation of the counselor;

c) reviewing and approving or disapproving the request and proposed program and schedule;

d) notifying the student and parent/guardian of the approval or disapproval of the request for approval of part-time daily attendance by submitting a completed, signed copy of MCPS Form 280-98: Request for Approval of Part-time Daily Attendance to the parent/guardian;

e) assuring that a student attending school on a less than full-time basis is registered as a full-time resident student;

f) determining that a part-time student attends in accordance with his/her approved planned program and that his/her attendance is reported accordingly, for example, recorded as "present" for the day if he/she attends all classes scheduled in the planned program; and

g) maintaining records of those requests approved and disapproved.

Regulation History: Formerly Regulation No. 310-10, December 22, 1971; revised September 9, 1995; revised February 18, 2009.