

# *Tips from the Special Education Division: Part-Time Enrollment*

**April 2025**

We receive many calls from parents and districts with questions about part-time enrollment. The regulations addressing part-time enrollment are available at [WAC 392-134](#). Districts are encouraged to familiarize themselves with these regulations. Based on the regulations, parents who have enrolled their student in a private school or who are homeschooling their student are **entitled** to enroll to take any course, receive any ancillary service (e.g. speech, occupational, physical therapies, counseling, etc.), and take or receive any combination of courses and ancillary services that are made available by a public school to full-time students who are residents of the district. When the resident student is enrolled in a private school, the ability to part-time enroll is for any course, ancillary service, or activity not offered in the private school. Districts may also choose to allow part-time enrollment of non-resident students by following the non-resident attendance laws (i.e., Choice Transfer).

## **Frequently Asked Questions**

- 1. If a parent wishes to enroll their child part-time for only one of the special education services recommended for the student, do they have to access all of the special education services or provide a district with a revocation of special education services?**

No. Under the part-time enrollment rules, a parent is entitled to enroll the student to take **any** single course, receive any ancillary service, or take a combination of courses or services. This applies to students in private schools and preschool age students. Remember that “parental consent for services” is for the receipt of special education services and is not consent for particular services, so the parent is not actually “rejecting” services by part-time enrolling for a single course or service.

Districts should describe in the IEP the services the student would receive **if full-time enrolled**, and then address the goals and special education services, including any supplemental supports and accommodations the student will receive during their part-time enrollment in the rest of the IEP. This information should also be documented in a prior written notice (PWN). The parents’ choice to part-time enroll in some, but not all, services for which the student is eligible should not be conflated with the parent revoking services. Part-time enrollment is not a revocation of services. All of the services for which the student is eligible would still be available should the student enroll full-time.



**2. Is a reevaluation required if a parent wishes to part-time enroll their child for only one of the special education services for which the student is eligible or if that part-time enrolled student now wants to receive all of the services for which they are eligible?**

The election to part-time enroll a student does not require a reevaluation. Because the student would have access to all their services should the student enroll full-time, part-time enrollment is not a situation where the student's IEP team has changed their placement and thus a reevaluation is not required. If the parent enrolls for more courses, wants more services, or eventually enrolls the student full-time in school, the services should be in accordance with the recommendations of the most current evaluation and the IEP team.

**3. Can a parent use part-time enrollment to change the student's least restrictive environment (LRE)?**

No. The part-time enrollment provisions do not change the determination of LRE.

**4. Does the district need to change its schedule of services to accommodate a part-time enrolled student's requests or can a part-time student enroll in a course, but say for example, "I only want it 3 days a week" (when the course is a five day a week course)?**

No, the district does not need to alter its schedule of services to accommodate a student's request for a course or ancillary services. For example, if speech services at an agreed upon location are available 9:00am – 2:00pm on Tuesday, the speech language pathologist is not required to provide speech services to a part-time enrolled student at 3:30 pm on Tuesday.

Regarding requests to only attend portions of a course in which a student is enrolled, this arrangement is not what part-time enrollment contemplates. As with any course, missing a course on a day it is offered is an absence. The student would also need to have the pre-requisites to take a particular course, and enrollment in a particular course would need to be consistent with the student's LRE.

**5. What is the difference between part-time enrollment and services to private school students using proportional share?**

When a student eligible for special education is part-time enrolled, the services to be delivered are described in the student's IEP. Those courses and services are provided on the public school grounds or a site under the control of the public school. Transportation to the public school is not required, unless it is needed as a related service. Districts may not require unilaterally enrolled private school students to part-time enroll to receive special education services. Part-time enrollment is at the election of a parent.

When a student receives equitable services under IDEA's unilateral enrollment proportional share process, the services and other supports are described in a services plan. Services may occur at the site of the public or private school, depending upon the decisions made by the

district about the location of services that result from the consultation process. The district must provide transportation if the student needs to be transported to participate in the proportional share services. The cost of transportation may be included in calculating whether the district is meeting its proportional share costs.

**A final note:** Do not confuse a student who is homeschooled with a student who is participating in an alternative education program. Some district alternative programs are provided to parents who have been providing home school services to students. When a student is attending a district's alternative program, the student may be once again full-time enrolled in a district. It is critical that district alternative education program administrators coordinate with their district special education administrators.