

5H - REDUCED-SCHEDULE PUPILS

A. Definition:

A reduced schedule pupil is a pupil in grades 9-12 whose parents have requested, in writing, that the pupil be permitted to enroll and attend high school for fewer than the minimum pupil instructional hours required for a full-time pupil. The request must show how a reduced schedule would be in the pupil's best educational interest. The pupil must be enrolled and attending not less than 80% of the minimum required hours; except, a pupil enrolled and attending a district operating on a four block schedule day must be enrolled and attending not less than 75% of the minimum required hours. Such a request must be reviewed by the school counselor, or designee, and deemed to be in the best educational interest of the pupil. A reduced scheduled pupil may be counted for a full membership (1.0 FTE) if the pupil meets the eligibility requirements below.

NOTE: A reduced schedule is acceptable for pupils participating in a class pursuant to the Post-Secondary Enrollment Options Act. (See Post Secondary Enrollment for additional information.)

B. Requirements for Counting Membership

A local school district may count as 1.0 FTE a high school pupil with a reduced schedule of at least 80% of the minimum required hours; or, a district that operates on a four-block day schedule may count as 1.0 FTE a high school pupil with a reduced schedule of at least 75% of the minimum required hours, if the district has documented evidence that all the following occurred on or before the count date.

1. The pupil and/or pupil's parent/guardian submitted a written request for a reduced schedule that details the reason that a reduced schedule would be in the best educational interest of the pupil. If the pupil is less than 18 years of age, the request must be signed by both the pupil and the pupil's parent(s)/legal guardian. If the pupil is 18 years of age or older, the request must be signed by the pupil.
2. The local school district's counselor, or other authorized representative, evaluated the reason for the request and determined that a reduced schedule was in the best educational interest of the pupil.
3. The local school district scheduled the pupil for at least 80% of the required minimum number of hours of instruction for the school year; or, in the case of a district that operates on a four blocks per day schedule, the district scheduled the pupil for at least 75% of the required minimum number of hours of instruction for the school year.

C. Pupils Ineligible for Reduced Schedule

The local school district **may not** grant a reduced schedule for any of the following reasons.

1. The local school district collectively enrolled an entire class or category of pupils on a reduced schedule basis. Reduced schedules must be considered on a case-by-case basis.
2. The local school district granted a reduced schedule because the pupil needed less than the minimum hours to earn enough credits to graduate.
3. The local school district established an alternative education program where each pupil in the program was separately judged to need a reduced schedule. Each program must offer the minimum required hours, except an alternative education program may apply to the Department for a waiver of the days and/or hours requirement.
4. A reduced schedule cannot be granted, by a district, because there was an insufficient number of classrooms or certificated teachers to enroll a group of pupils in a class.

NOTE: The FTE for any pupil not receiving the minimum number of required hours of pupil instruction for a full-time pupil or the minimum number of hours for an approved reduced schedule must be computed according to part-time membership computation rules.

D. Regulatory References

State Aid Act Section:
388.1701(7)(c)

Administrative Rule:
340.10(5)

Pupil wants to work

Q #1

A junior is working for 4 hours per night to earn money for the new snowmobile he wants. His parents submitted a reduced schedule request so that he could leave school earlier to work more hours to earn money. May this pupil be counted for a full FTE?

A #1

No. Section 101(7)(c), of the State School Aid Act, reads in part: “A pupil in grades 9 to 12 whom a reduced schedule is determined to be in the individual pupil’s best educational interest must be scheduled...”. While working and earning money for a snowmobile may be an educational experience, it is not in this student’s best educational interest to eliminate academic classes. The pupil’s FTE count must be prorated.

Reduced schedule for a group

Q #2

A group of pupils are enrolled in a CTE class in a neighboring district. The high school class scheduling is such that these pupils cannot enroll in four class periods and the CTE class. Four class periods are necessary to be full time pupils. The actual travel time to the CTE class is not enough to cover the hours these pupils are short in order to be full time pupils. May we grant a reduced schedule to this group of pupils?

A #2

No. Section 101(7)(c), of the State School Aid Act, reads in part: “A pupil in grades 9 to 12 whom a reduced schedule is determined to be in the individual pupil’s best educational interest must be scheduled...”. A reduced schedule is for an individual pupil and cannot be granted to a group of students. Each pupil’s FTE count must be prorated.

IEP for pupil on reduced schedule

Q #3

A special education pupil has a medical condition that makes it difficult to attend school for a full day. The pupil’s IEP determines that it is in this pupil’s best educational interest to attend school half days. May the district count this special education pupil for a full FTE?

A #3

No. To be counted for a full FTE under the reduced schedule exemption the pupil must be enrolled for 80% of the minimum required hours. This pupil does not meet the criteria. However, if the IEP states that the pupil is only capable of attending school half time due to a medical reason and it is documented by medical or psychological personnel, the pupil can be counted as 1.0 FTE.

Dually Enrolled

Q #4

A pupil is dually enrolled taking four courses at the college and two classes at the high school. The high school operates on a four-block schedule. The pupil, in essence, is scheduled for three classes per day. May the district count this pupil for 1.0 FTE?

A #4

Yes. A reduced schedule for a pupil attending a high school on a four-block schedule needs to meet the 75% requirement of the minimum required hours. 75% of a four-block schedule is three blocks. The dually enrolled pupil may be counted for a full FTE if the pupil is scheduled for three courses per day. (See Section 5G page 5, Postsecondary – Dual Enrollment, section D – how to count the FTE for a Dually enrolled Pupil, #2 covering reduced schedules.)