

Class Registration Exception Request

Registration Exception Policy: ACTS teachers thoughtfully set the intended grade level for their course, and these levels must be respected by all members. Because homeschooling families do not strictly follow grade levels, the minimum and maximum grades for each class are added to each course description. Parents must carefully evaluate their rationale for advancing or retaining their children in classes in which they do not meet the intended grade range. Age exceptions should be for academic reasons. To respect one another, members must realize that granting a class registration exception frequently prevents a fellow student of the intended grade/age level from benefiting from the class. Exceptions should be requested **very rarely** and should be based primarily upon academic rationale. (For P.E. classes, physical stature rather than academic level may be appropriate rationale.) Students who are exceptionally advanced, or those who have learning delays/disabilities may be considered appropriate for class registration exception requests; arranging for siblings or friends to have the same class or scheduling preferences are not considered appropriate rationale for registration exception requests.

Public schools use September 30 to determine grade level; ACTS policy is more flexible: **November 1st** is the date **minimum** age is determined, and **August 31st** is the date **maximum** age is determined. Rationale: many homeschooling parents base their child's grade level on their age for most of the school year. (example: A child who turns six years old October 8th, is six for eight of the nine months of the school year, and is a first grader); other parents base their decision upon the child's age by September 1st. The ACTS minimum and maximum requirements allow grade flexibility for Sept. 1 through Oct. 31 birth dates, and intend to promote fairness of enrollment and appropriate learning environments. (for examples see Registration Policies page located in the Policies section of this handbook).

I submit this class registration exception request because my child is: (please circle)

- 1) Exceptionally advanced
- 2) Has a learning delay or disability
- 3) Other

I have described my child's particular situation below, and respectfully request a class registration exception for the intended grade level for this course be made. **I understand the registrar must schedule my child into this course and will do so only after approval is granted by the teacher and Officers.**

Student's Name: _____ Email address _____

Student's Date of Birth _____ Age by August 31st _____ or Age by November 1st _____
(if older than max grade) (if under the min grade)

Class Name: _____ Class Period _____ Teacher _____

Grade level for 2024-2025 _____ Minimum/maximum grades for the class: _____

Rationale Supporting the Request: (use the back if necessary):

Was this class requested on the Needs Assessment? _____ (yes/no)

I understand that registering my child ahead of grade level now may create gaps in their schedule in the future. When course work becomes more difficult and pre-requisites are involved, they may not be ready to move to the next course in the sequence. I understand that if this exception is granted for the 2024-2025 school year, it does not approve continual exceptions. Exception requests must be submitted each year.

Parent Signature Date _____

Teacher Signature Date _____

Registrar Signature Date _____ Approved? Y/N