



ADMINISTRATIVE PROCEDURE 6230 CONCURRENTLY ENROLLED STUDENTS

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure establishes the protocols for the concurrent enrollment of a student in a class, program, or sanctioned-athletics in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. Concurrent students are identified as WCSD full-time students who take one or more courses or participate in sanctioned-athletics in a District school outside of the school of their full-time enrollment.
 - a. This does not include:
 - i. Concurrently enrolled students who are home schooled or are enrolled in a state sponsored charter school or private school (refer to Administrative Procedures related to Home School Students Enrolled in a Class or Program, Charter School Students Enrolled in a Class or Program, and Private School Students Enrolled in a Class or Program).
 - ii. Students enrolled in Dual Credit courses through the University of Nevada, Reno, Sierra Nevada College, Western Nevada College, or Truckee Meadows Community College (refer to Administrative Procedure related to Dual Credit).
2. The concurrently enrolled student must follow the enrollment procedures at the zoned school. The concurrent school must also enroll the student, but need not request proof of residence. The zoned school will maintain all records (e.g. transcripts, health records, etc.) for the student. The concurrent school will mark the student as a partial enrollment with an enrollment code of "RC" for "real concurrent" in Infinite Campus.
3. The concurrent school will maintain attendance and grades for the class(es) taken at the concurrent school. It is the responsibility of the concurrent school's Registrar to send the course information, including grade and credit earned, to the zoned school's Registrar at all grading periods.
4. The concurrently enrolled student must follow the rules and regulations of the class(es) and of the concurrent school during the time the student is in attendance at the concurrent school.
 - a. The concurrently enrolled student must carry the official school ID of his/her zoned school at all times when on the campus of the concurrent

school at which he/she is enrolled for a single course. Academy of Arts, Careers and Technology (“AACT”) students must also carry an AACT ID card (see Administrative Procedure related to Student ID Cards).

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

Date	Revision	Modification
		Established Accepted Practice
02/01/2012	1.0	Latest Revision: Accepted Practice
12/05/2013	2.0	Revised: converted to Administrative Procedure
10/16/2018	3.0	Revised: to include students participating in athletics