PA-5H Sep 2024

**Reduced Schedule Pupils**

Grade 9-12 Pupils w/ Approved Request Form

& SPED Pupils w/ IEP to Less Than Full-Time

District: Count Date:

Building/Program:

**Pupils in Grades 9-12 Approved to Attend Less Than Full-time (and claimed for 1.00 FTE)**

List all pupils in grades 9-12 who have an approved Reduced Schedule per Section PA-5H of the Pupil Accounting Manual and are claimed for 1.00 FTE. Reduced schedule pupils must be enrolled in at least 80% of a full-time schedule to qualify (75% if a 4-block schedule is used). The reduced schedule request must be initiated by the parent (or pupil if age 18), and must be approved by a school official only if deemed to be in the pupil’s best academic interests. The approved reduced schedule form for each pupil must be on file and available to auditor if requested.

| Name | Grade | FTE Claimed | Number of Courses that equates to Full-Time Status at High School | Number of Courses Pupil Enrolled in at High School | Reason for Reduced Schedule |
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**Special Education Pupils in Grades K-12 with IEP to Attend Less Than Full-Time (and claimed for 1.00 FTE)**

List all special education pupils who have a “shortened school day” (i.e., less than full-time attendance) due to a medical or emotional condition and for whom a full 1.00 FTE is being claimed. The IEP Team’s decision to approve a shortened school day must be clearly stated in the pupil’s IEP, and documentation of the pupil's medical or emotional condition, on which the IEP Team’s shortened school day decision was based, must be signed by a physician (M.D. or D.O.), or physician’s assistant (PA). Statement of the pupil’s medical/emotional condition from a social worker, psychologist, etc. is not acceptable for this special population.

**Attach all required information:**

* **Medical Statement Signed by M.D., D.O., or P.A.**
* **Pupil’s IEP (please include only the IEP pages which indicate the need for the shortened day/reduced schedule)**

| Name | Grade | FTE Claimed | “X” to indicate Medical Statement is attached | “X” to indicate IEP showing less than full-time schedule attached |
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