



Bradley Christensen

Elementary Administrators, I have attached a Davis Connect Special Circumstances form for your Local Case Management Team to use when there is an issue that arises at your location where a Parent may request that a student take a part of their school schedule



8/31/2012



Referring to Davis Connect

Bradley Christensen



Friday, August 31, 2012 2:12 PM

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Elementary Administrators, I have attached a Davis Connect Special Circumstances form for your Local Case Management Team to use when there is an issue that arises at your location where a Parent may request that a student take a part of their school schedule through the Davis Connect On-line program K-6.   Reasons may vary for this request, i.e. personal, emotional, physical health related circumstances.

**Please use the following protocols when referring students to the Davis Connect for Special Circumstances:**

**If a parent is looking for another full time educational option  for their student they can enroll with  Davis Connect K-6  program and receive their full curriculum and instruction as a student enrolled in an on-line program.  Please have  parents call Rebecca Reeder @ 402-5342 to enroll.**

**If a parent has a special circumstance that your team determines would be appropriate for part-time enrollment in Davis Connect K-6 program, please fill out the attached Davis Connect K-6 Special Circumstances Form and send it to me in Student Services.  Fax:  801-402-5308 for approval before having parents  contact Rebecca Reeder for enrollment.**

**If you have a student that will be on Home/ Hospital and the parent  would like to use the Davis Connect K-6 program as their full time educational option for the time they are on Home/Hospital, please have parents fill out the necessary paperwork and documentation for Home/Hospital.  Send the Home/Hospital paperwork to Student Services for approval.  Then fill out a Special Circumstances form and send it to me in Student Services for approval before having parents contact  Rebecca Reeder for enrollment.  The student would then be attached to the Davis Connect K-6 location for the time they are on Home/Hospital.**

**\*\*\* In rare cases where a parent chooses to do part of their Home/Hospital with Davis Connect K-6 program, the student would**

**remain attached to their home school.   Your team would also need to send the Special Circumstances form to me for approval.**

If you have any questions, please feel free to contact me @25160

Thank you.

Brad

Brad Christensen

Director of Student Services

801-402-5160

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