

## Part-Time Student Eligibility Requirements – Phillipsburg High School

1. Students are not eligible for part-time status until they begin their **seventh semester** of attendance at Phillipsburg High School.
2. Students must have earned a **minimum of 21 credits** through their first six semesters.
3. Students must have a **cumulative GPA of at least 3.5**.
4. Students must have a **cumulative attendance rate of at least 95%**.
5. A **completed part-time student application** must be submitted **on or before May 1**.
6. Students must submit a **letter to the Board of Education** formally requesting part-time status.
7. **All part-time student requests must be approved by the Board of Education.**
  - Above guidelines are generalized criteria subject to review on a case-by-case basis.
8. Part-time students are required to attend **at least the first four classes of each school day**.
9. Students must maintain **internship or employment status** during their time away from school. Internship supervisors must complete periodic evaluations and return them to the PHS guidance counselor.
10. Students must remain in **Good Standing** with the school while on part-time status. Failure to do so may result in the revocation of part-time privileges, requiring the student to return to full-time enrollment.
11. Part-time students are permitted to participate in **school dances and graduation ceremonies**. However, they must be enrolled in **five new subjects** to be eligible for **KSHSAA-sponsored activities**.

## Part Time Student Application

# Phillipsburg High School

Date: \_\_\_\_\_

Current School Year: 20\_\_\_\_ -- 20\_\_\_\_

### Student Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

HS Credits earned to date: \_\_\_\_\_

My internship will be at: \_\_\_\_\_

My supervisor will be: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Phillipsburg High School

### Part-Time Student Status – Eligibility & Requirements

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#### Eligibility Requirements

- Earned at least **21 credits** by the end of 6 semesters.
- Cumulative GPA of **3.5 or higher**.
- Cumulative attendance rate of **95% or better**.

#### Application Process

- Submit the **Part-Time Application** by **May 1**.
- Write a **letter of request** to the **Board of Education**.
- Final approval is required from the **Board of Education**.

#### Attendance & Commitment

- Attend at least the **first four classes** of the day.
- Maintain a **verified internship or employment**:
  - Employers submit **periodic check-ins** to the Guidance Counselor.

#### Good Standing Required

- Must maintain **Good Standing** with the school.
- Loss of standing = return to **full-time enrollment**.

#### Student Activities

- Eligible to participate in:
  - **School dances**
  - **Graduation ceremonies**
- Must be enrolled in **5 new subjects** to participate in **KSHSAA** activities.

#### Questions?

Visit the Guidance Office.

**Deadline to Apply: May 1**