

Co-curricular Course Checklist

Arkansas Children's Educational Freedom Account Program

Use this before you enroll. A class must meet all ten requirements to be approved as a co-curricular course. Check each box, and gather the documents listed on the right to send in with the expense.

Class name: _____ Provider: _____ Date: _____

	The requirement:	Documentation you can provide:
☐	It builds on or extends your student's main academic program	A short note from you, or the page of your education plan, showing how this course fits your student's program for the year
☐	It contributes to your student's academic development	The course description showing what skills or knowledge your student will gain
☐	It teaches structured content in an instructional setting	The class schedule plus a description of where it meets: classroom, studio, lab, or live online class
☐	It lines up with academic standards, educational goals, or subject-area skills	The part of the syllabus that lists the standards or skills covered, or the provider's written statement of what the course aligns to
☐	It is not one of your student's required core subjects	Your education plan or school course list showing this course is in addition to the core subjects
☐	It has a written academic connection to a recognized subject area	The course title and description naming the subject, for example Dance, Spanish, or Computer Science
☐	The instructor knows the subject	The instructor's bio, resume, degree, certification, or a short summary of their experience in the subject
☐	It has real instructional design	The syllabus, the written learning objectives, and a description of how students are graded or assessed. Together these need to show what your student will know or be able to do by the end of the course. A weekly list of skills to be practiced is not enough.
☐	It supports the academic goals in your student's education plan or school curriculum	The part of your education plan or your school's curriculum outline that includes this course
☐	It is the kind of course Arkansas public schools offer	The name of the comparable public school course, if you know it. If you are unsure, tell us the subject and we will check

A document called a "syllabus" is not automatically enough. Many providers hand out a weekly schedule of the skills students will work on. That tells us what the class will do, not what your student will learn or how anyone will know they learned it. Ask your provider whether the document states learning objectives, connects the course to a subject area, and explains how progress is assessed. If it does not, the class is likely an extracurricular activity.

One document often covers several rows. A complete syllabus with learning objectives, an assessment plan, and an instructor bio can satisfy most of this list on its own. Ask your provider for it before you enroll.

If your class cannot meet every requirement, it may still qualify. Structured classes without a syllabus or assessments are often approved as extracurricular activities instead. Contact us if you are not sure which category fits.

Source: 6 CAR § 35-102 (Definitions). All expenses must also be ordinary and necessary under § 35-114 and § 35-115.