

Assignment of New Students to Classes and Grade Levels (And Recognition of Transfer Credit from Non-Accredited Schools)

Students transferring from non-accredited educational institutions may or may not meet the standards established for satisfactory progress and graduation. When a high school student from a non-accredited school including a home-based educational program applies for admission, the following process will be used to determine placement and credit status.

1. Standardized tests and criterion-referenced tests as available will be administered to the student in the areas of math, science, social studies and English.
2. The coordinators in each of the content areas will interview the student. The coordinators then will make a placement recommendation. This recommendation will be based on but not necessarily limited to:
 - a. The coordinator's perceptions of the student's performance level
 - b. Examples of past work
 - c. The student's self-appraisal
3. The student will submit information about his former school. This information will include but not be limited to:
 - a. Curriculum
 - b. Teacher qualifications
 - c. Materials and textbooks
4. The student's academic progress will be reviewed for a minimum of one semester.

After the above data have been gathered, the principal or his designee will determine proper placement of the student and will grant appropriate credit waivers as partial fulfillment of the requirements for a diploma.

Current practice codified 1996
Approved: date of manual adoption