

## **Admission of Students from Non-accredited Schools**

**JEC-R**

Transfer from a non-accredited public, private, or home school will involve a review by a placement committee made up of the building principal, counselor, and the parent/guardian:

1. Parents/guardians must provide the following documents:
  - a. Dates of instruction throughout the student's school career;
  - b. An official transcript of grades and credit;
  - c. Current achievement scores and other available testing data;
  - d. An outline of course content to compare with the district's courses, especially if course substitution is requested;
  - e. Verification that activity and lab courses meet the standards of the district;
  - f. Record of student's attendance; and
  - g. Medical records required by the district.
2. The principal will make the final placement and assign credits following the review. The parent/guardian may use the due process procedure to appeal.
3. If the review shows insufficient data for accurate placement:
  - a. The student may be placed at the course/grade level appropriate to his/her chronological age pending completion of testing;
  - b. The student will be given the ITBS/TAP as a method to measure his/her achievement level; and/or
  - c. Special needs students will have their records reviewed by specialists in the area of need;
4. Any student who is not successful at the placed level may be placed at a lower level.
5. Using the achievement examination results as a guide, the school district reserves the right to accept or reject any transferred credits.
6. Grades on credits accepted for transfer will not be included in the student's GPA. Any senior honors based on GPA and class rank must include at least 6 semesters of accredited school coursework.
7. There needs to be a one-to-one correspondence with every course required for graduation and the transfer student must meet the credit totals as explained in board policy.