

420 RULE GUIDELINES FOR ADMISSION OF TRANSFER STUDENTS

Placement

1. All transfer students from out of district schools, private schools, or home-based private educational programs, are required to provide transcripts or other records evidencing their level of academic achievement, subjects completed, credits earned, and results of standardized testing.
 - a. At the time a student transfers to a school in this district from one outside the district, a request shall be made to the sending school district requesting all records on the student (progress records, behavioral records, physical health records, etc.)
2. If such records are unavailable or incomplete, the district may administer standardized and or academic tests before making a placement decision. Such tests will insure that all transferring students are placed according to age, at a level commensurate with their ability, and where the best opportunity for successful learning can occur.
3. The grade placement shall be determined by the principal of the school to which the student would normally be assigned, or his/her designee.
4. Once a placement decision is made, a student is subject to a probationary period of 90 days. If school officials determine the placement needs to be revised, the school may make a placement revision at any time following notification of the parent/guardian.
5. In the event that there is an appeal on behalf of the student regarding the placement, the district appeal process must be followed. The appeal and supporting rationale shall be in written form and shall progress as follows until resolution is reached:
 - a. Building Principal
 - b. Director of Curriculum
 - c. Superintendent
 - d. Board of Education

Transfer of Credits and Graduation

If the placement is made at the ninth grade level or higher, school officials may allow equivalent courses toward high school graduation as long as the courses contain the same time allotment and substantially the same objectives as the courses required by law for graduation.

Credits earned at a recognized and accredited public or private high school may be accepted as recorded by said school. Religion courses are generally not accepted.

Courses taken while in a home-based private educational program shall be recorded on the student's permanent record.

- a. Credits earned in a home-based private instructional program shall be recorded as satisfactory and marked as a "P" meaning "Passed" on the student transcript and count as credit toward graduation (home-based grades will not be recorded on the admitting high school transcripts). Grades and grade point averages from home-based instruction will not be counted in the student's GPA or used for class standing.

- b. In the event that the home-based student has attended a recognized and accredited public or private high school for single or multiple semesters or years, the credits earned at such school(s) may be accepted as recorded by said school and would transfer to the high school transcript and be counted toward class standing and in the student's GPA.

LEGAL REF.: Sections 118.15(4) Wisconsin Statutes
 118.165(1)
 118.33

CROSS REF.: 345.5 – Graduation Requirements

APPROVED: November 10, 1986

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 June 17, 2002
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