

INSTRUCTION

1 Credit Transfer and Assessment for Placement

2
3 Grades 9-12

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5 Requests for transfer of credit or grade placement from any non-accredited, nonpublic school
6 will be subject to examination and approval before being accepted by the District. This will be
7 done by a credit evaluation committee consisting of a counselor, a staff member from each
8 subject area in which credit is being requested, parents/guardians, and the principal.

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10 The parents/guardians must supply the following information prior to committee review:

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- 12 1. Dates of instruction throughout the student's school career;
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- 14 2. Verification that the student has spent approximately the same amount of classroom
15 hours in the non-accredited school;
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- 17 3. Academic grades for each completed course and verification that the content is
18 essentially similar;
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- 20 4. Current achievement scores and related data;
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- 22 5. County superintendent's verification of school registration if a home school; and
23
- 24 6. Medical records and other pertinent data deemed necessary by the evaluation committee.
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26 The credit evaluation committee will:

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- 28 1. Document that the student has spent approximately the same number of classroom hours
29 in home school as would have been spent in a regular class in the District;
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- 31 2. Document that the student followed a curriculum essentially similar to that of a course for
32 which credit is requested;
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- 34 3. Document that in the event of a credit request in a lab, industrial arts, or music course,
35 equipment and facilities were sufficient to meet required learning activities of the course;
36
- 37 4. Require that the student has satisfactorily passed, in all courses in which a final exam
38 normally is given, a final exam prepared and administered by a District staff member.
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40 The District will give credit only for home schools which have met all requirements specified in
41 Montana law. Credit from home schools will be accepted only when a like course is offered in
42 the District.

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44 The school transcripts will record courses taken in home schools or non-accredited schools by
45 indicating the title of the course, the school where the course was taken, and the grade.

INSTRUCTION

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2 For the purpose of calculation of class rank, only those courses taken in an accredited school will
3 be used.

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7 Legal Reference: § 20-5-110, MCA School district assessment for placement of a child
8 who enrolls from a non-accredited, non-public
9 school

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11 Policy History:
12 Adopted on: February 2007
13 Revised on: