

**Darien Public Schools  
Darien, Connecticut**

**POLICY**

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**Series 6800  
Academic Achievement**

**Policy 6845**

**Transfer of Credits**

**Acceptance of Transferred Academic Credits**

A parent who seeks to have academic credits transferred to Darien High School from some other educational program or school must know that Darien High School might not recognize credits for work done outside of the Darien High School program. In order for Darien High School to accept transfer credit for any student enrolling or re-enrolling at Darien High School, including from home schooling, an official transcript from an accredited secondary school or program must be provided that clearly identifies courses and credits awarded by the school, as well as the date when those credits were awarded. Also, Darien High School reserves the right to make the sole determination as to which credits, if any, it will accept for transfer credit. The parent must take heed of these requirements if there is any possibility that in the future the child will enroll or re-enroll at Darien High School and seek academic credit for any or all of a program conducted elsewhere.

The Superintendent of Schools shall develop administrative regulations governing this policy. The administrative regulations shall explain the procedures by which credits will be transferred, shall define the term "credit" and define what constitutes an "accredited" secondary school or program.

It is the parent's responsibility to ascertain in advance that the school or program providing school instruction is accredited as defined in the Administrative Regulations for this policy. Further, if a parent has the intention to seek a Darien High School diploma for his/her child, it is also the parent's responsibility to know of the current graduation requirements of the Darien Board of Education and to monitor the child's program in relation to those requirements. In any event, a Darien High School diploma is awarded only to those students who have fulfilled the graduation requirements, including attendance, as set forth by the Darien Board of Education in Policy 6840.

APPROVED: November 10, 2009

**Darien Public Schools  
Darien, Connecticut**

**POLICY**

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**Series 6800  
Academic Achievement**

**Policy 6845**

**Administrative Regulations**

**Transfer of Credits**

**Definition of Credits**

Academic transcript "credit" for Darien High School is awarded based upon the factor that one full course credit is the equivalent of one Carnegie Unit. A Carnegie Unit is 120 hours of seat time and participation in a course and curriculum approved by the Board of Education, adhering to the instructional standards of Darien High School, which is subject to accreditation by the New England Association of Schools and Colleges.

**Definition of Accredited Schools or Programs**

An "accredited" secondary school or program is defined as: (1) an educational institution that has been accredited through a formal approval process conducted by any one of the state education departments among the fifty United States [e.g. the Vermont Department of Education or the New York State Education Department Board of Regents]; (2) an educational institution that has been accredited through the formal process of the New York State Association of Independent Schools; or (3) an educational institution that holds current accreditation by one of the six regional accrediting commissions responsible for accrediting high schools and colleges across the United States. The six regional accrediting commissions are as follows:

- New England Association of Schools and Colleges
- Middle States Association of Schools and Colleges
- Southern Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Western Association of Schools and Colleges

No other accreditation is recognized for these purposes by Darien High School.

**Procedures**

1. Students who enroll in Darien High School from other schools and programs and who have acquired academic credits from those other schools and programs may request that said credits be transferred onto their Darien High School transcript and be used for the purpose of qualifying to meet the graduation requirements of the Darien Board of Education.

2. The Director of Guidance will conduct a review of the transfer of credits request and determine which credits are accepted and approved for transcript inclusion as well as for meeting graduation requirements. In matters of uncertainty or dispute regarding the transfer of credits, the High School Principal will make the final determination.
3. Only credits earned from accredited schools or programs will be allowed for transfer. Accredited schools or programs are only those as defined above. The school administration will not permit transfer for credits earned in non-accredited schools and programs.
4. A parent who voluntarily chooses to send his/her child for part of the school year to another school or program, as described in Board Policy 5140, "Continuity of Attendance," shall complete and submit for school approval the Academic Program Coordination Plan. The purpose of the Academic Program Coordination Plan is to assure, in advance, that the partial year program is fully accredited, as defined in Board Policy 6845 and these Administrative Regulations, and that the courses to be taken at the partial year program will match the courses of study taken by the student at Darien High School.

APPROVED: November 10, 2009

**Darien Public Schools**  
**Academic Program Coordination Plan**

Note: This form should be completed when the continuity of a student's enrollment in the Darien Public Schools will be interrupted during the school year by the student's transfer to a specialized training school (e.g. skiing, skating, equestrian, ballet, acting, etc.). Please refer to Board Policies 5140, "Continuity of Attendance," and 6845, "Transfer of Credits." **This form should be submitted in advance of the student's transfer out of Darien Public Schools.**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Today's Date \_\_\_\_\_ Counselor (If Gr. 6-12) \_\_\_\_\_

Start/End Dates of Anticipated Transfer \_\_\_\_\_

Parent/Guardians \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Name of Transfer School/Program \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Primary Contact \_\_\_\_\_

Commission Accrediting this School/Program \_\_\_\_\_

Darien H.S. Program of Study

Transfer School Program of Study

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
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9. \_\_\_\_\_
10. \_\_\_\_\_

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8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Administration's Disposition of Request \_\_\_\_\_  
\_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_