

## **TRANSFER STUDENT ADMISSION PROCEDURES**

420-Rule

These procedures apply to students who enter or re-enter the Waunakee Community School District after having participated in an outside educational program.

### **A. Definitions**

In these procedures, unless the context clearly requires otherwise:

1. Private school means an institution with a private educational program that meets all of the criteria under s. 118.165(1) or is determined to be a private school by the state.
2. Home-based Private Educational Program means a program of educational instruction provided to a child by the child's parent or guardian or by a person designated by the parent or guardian or by a person designated by the parent or guardian as defined under s. 115.001(3)(g). An instructional program provided to more than one family unit does not constitute a home-based private educational program.

### **B. Records Information**

1. Students transferring to the Waunakee Community School District shall provide the District with transcripts and/or other records evidencing their level of academic achievement, subjects completed, credits earned, and the results of standardized testing. Students shall be placed in the appropriate grade level and/or courses as indicated by the records provided to the District.
2. In addition, students who have been in attendance in a Home-Based Private Educational Program for a period of ninety (90) calendar days or more shall furnish the principal, Director of Student Services, or designee with the following documentation of the Home-Based Private Educational Program:
  - a. a copy of DPI Home-Based Private Educational form;
  - b. a copy of the school calendar that verifies that each school term of Home-Based Education instruction consisted of a minimum of 875 hours (W.S. s. 118.165(1));
  - c. copies of the sequential curriculum that was taught in the six (6) mandated subject areas (s. 118.165(1)(d));

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- d. records of student performance for each course taken.
- e. Upon receipt and review of the above documentation, the principal, Director of Student Services or designee may require that a placement examination evaluation be completed so that the student will be placed at the appropriate grade level. This evaluation may consist of:
  - 1. Achievement tests
  - 2. Diagnostic tests
  - 3. Criterion referenced tests
  - 4. Mental abilities test
  - 5. Parent checklist
  - 6. Counselor interview

In making the placement decision under the above provisions, the principal or designee may also consider the age, mental ability, social and emotional development, and academic progress of the student. Placement shall be discussed with an adult student, parent or legal guardian before becoming effective.

C. Appeals

A parent or legal guardian or an adult student may appeal a student placement in writing to the superintendent. The placement will be reviewed by the Board of Education or designee. The placement will be made by the Board or designee and will be considered as final by all parties.

D. Probation Period

Students placed under these procedures shall be subject to a probationary period of thirty (30) school days to determine whether original placement was in the best interests of the student. If a reviewed placement is deemed necessary to the best interests of the student by the school principal or designee, the principal or designee shall make such placement within fifteen (15) school days after the probationary period ends.

E. Transfer of Credit

Students transferring into the District and who are placed in grades 9, 10, 11, and 12 pursuant to these procedures may be granted equivalent units of credit for graduation upon furnishing transcripts or other records evidencing the successful completion of courses meeting the credit requirements set forth by the Board, including the same time allotment and substantially the same course content and objectives. Home-based instruction courses will be recorded as credit only.

F. Students Expelled From Other Districts

The school district is not required to enroll a student during the term of his/her expulsion from another school district. The district shall require, in cases where students have been expelled from other school districts, that administration will obtain the following

information from the former school district before recommending to the Board whether a student be enrolled in Waunakee Community Schools: 1) A copy of the expulsion findings and order, 2) a written explanation of the reasons why the student was expelled, and 3) the length of the term of the expulsion.

G. Other

Transfer students who had been granted early admission in another school district will be given consideration based on previous performance and local criteria.

Nothing within these procedures shall be construed so as to deny any transfer student their rights under special education laws.

Cross Ref.: 345.4, Student Promotion and Retention  
345.5, Graduation Requirements  
420, School Admissions  
Special Education Handbook  
433, Assignment of Students to Classes

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12/11/95  
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Waunakee Community School District