

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Student Records and Reports

Section Title: Transcripts

Sub-Section No. 503.4a

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Transcripts and Credits for Transfer Students, Grades 7 - 12:

It shall be the responsibility of the building principal or a guidance counselor to evaluate the transcripts of all transfer students for credit in the Post Falls School District. The following requirements and guidelines will be followed:

1. No official recognition shall be given by the individual public school of the district, nor shall any credit be awarded by schools of the district for satisfactory completion by a student of a course or courses in a release-time program for religious instruction.
2. If a student transcript contains pass/fail grades, the following guidelines will be followed:
  - a. The grades as received by the sending school will be recorded.
  - b. Credits for graduation will be granted for courses in which a passing grade (P) was received. However, in computing the Grade Point Average (GPA) the number of credits in which passing grades were received would be subtracted from the total credits for graduation, and only those classes receiving letter grades will be used in computing the GPA.
3. Credits for driver education will not be accepted for minimum graduation requirements.
4. If student grades are recorded in units other than semester units, the grades will be converted to equivalent semester units to be counted toward minimum graduation requirements and for computing Grade Point Average.

Adopted: 1/24/89

Reviewed: 2017