

Lewistown School District

INSTRUCTION

2413

Credit Transfer/Assessment for Placement

Grades 9-12

Requests for transfer of credit and/or grade placement from any non-accredited, non-public school shall be subject to examination and approval before being accepted by the District. This shall be done by the school counselor and/or principal or, in the case of home schools, by a credit evaluation committee consisting of a counselor, a staff member from each subject area in which credit is being requested, and the school principal.

The credit evaluation committee will:

1. Review a detailed transcript which includes course description, curriculum materials used, time spent by the student in achieving the credit, evaluation of course work, etc.;
2. Document that the student has spent approximately the same number of classroom hours in the home school as would have been spent in a regular class in the District;
3. Document that the student followed a curriculum essentially similar to that in the course for which the student is requesting credit;
4. In the event of a request for credit in a lab, industrial arts, or music course, document that the equipment and facilities were sufficient to meet the required learning activities of the course;
5. Require that the student have satisfactorily passed, in all courses in which a final exam is normally given, a final exam prepared and administered by a staff member in the District.

The District will give credit only for home schools which have met all requirements as specified in Montana law. Credit from home schools will only be accepted when a like course is offered in the District.

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

For purposes of calculation of class rank, only those courses taken in an accredited school will be used.

In order to be recognized during graduation ceremonies as one of the top two graduating seniors, a student must have attended Fergus High School for at least two (2) semesters (last semester of junior year and first semester of senior year). Transfer students considered for ranking must have earned credit from an accredited school which issues letter grades for at least seven (7) semesters. For the purpose of identifying the top ten (10) graduating seniors, the grade point average will be calculated using grades from accredited schools.

Grades 1-8

When a student enrolls in the elementary school, the principal or counselor may not have adequate data to make a permanent placement. The principal or counselor may make informal assessments to determine proficiency levels of the student in order to make appropriate or temporary placement.

Requests from parents of students in non-accredited non-public schools for placement in the Lewistown Elementary School System will be subject to the following criteria:

1. The school will request cumulative records or other documentation from the school that the student last attended or from the County Superintendent of Schools of the appropriate county;
2. The student may be tested, using formal tests or informal tests, to determine grade placement;
3. The student will be placed in the grade that the Administration determines is the most appropriate for the individual student.
4. If after an appropriate length of time the student may be placed in a different grade if he/she had demonstrated a need for such placement.

Cross Reference: 3110 Entrance, Placement, and Transfer

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

Policy History:

Adopted on: June 28, 2004

Revised on: