

Tomball ISD Policy and Regulation on the Transfer and Award of Credit

Tomball ISD Board Policy FD(LEGAL)

Placement of Transfers

Credits and Records

From Accredited Texas School Districts:

A district shall accept all credits earned toward state graduation requirements by students in accredited Texas school districts, including credits earned in accredited summer school programs.

Local Credits:

Credits earned in local credit courses may be transferred at a district's discretion.

From Texas Juvenile Justice Department, AEP:

A district shall grant a student credit toward the academic course requirements for high school graduation for courses the student successfully completes in TJJD educational programs. Education Code 30.104(a)

Each district shall consider course credit earned by a student while in a juvenile justice alternative education program as credit earned in a district school. Education Code 37.011(d)

Nonpublic Schools

From Non-Texas Public Schools:

Records and transcripts of students from Texas nonpublic schools or from out of state or out of the country (including foreign exchange students) shall be evaluated, and students shall be placed promptly in appropriate classes. A district may use a wide variety of methods to verify the content of courses for which a transfer student has earned credit. 19 TAC 74.26(a)(2)

Transfer students shall not be prohibited from attending school pending receipt of transcripts or academic records from the district the student previously attended. 19 TAC 74.26(a)(1)

Tomball ISD Board Policy FD(LOCAL)

"Accredited" Defined

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

Note: "or an accrediting association recognized by the commissioner of education" refers to the Texas Private School Accreditation Commission ([TEPSAC](#)).

Grade-Level Placement

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Non-accredited Schools

A student enrolling in a District school from a non-accredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

- Scores on achievement tests, which may be administered by appropriate District personnel.
- Recommendation of the sending school.
- Prior academic record.
- Chronological age and social and emotional development of the student.
- Other criteria deemed appropriate by the principal.

Transfer of Credit

Accredited Texas Public Schools:

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Non-accredited Schools

Before recognizing credit in a course earned in an accredited nonpublic school, an accredited school outside of Texas, or a non-accredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit. [See E1]

ALTERNATIVE METHODS FOR EARNING COURSE CREDIT

Credit by Examination with Prior Instruction

In accordance with local policy, a student in any of grades 6–12 may be given credit for an academic subject in which he or she had some prior instruction if the student scores 70 percent on a criterion-referenced test approved by the board for the applicable course. 19TAC §74.24(c)(12); EHDB(LEGAL)

The principal or designee or the attendance committee, as applicable, shall have authority to offer a student the opportunity to demonstrate mastery in a subject or to earn course credit by examination when the student has had prior instruction in a subject and when:

1. The student is enrolling in the District from a nonaccredited school [see FD]; or
2. The student has failed a subject or course; or
3. The student has earned a passing grade in a subject or course but has failed to earn credit or a final grade because of excessive absences [see FEC].

The Board-approved examinations shall assess the student's mastery of the essential knowledge and skills and shall be administered according to established District procedures.

Prior to offering a student an opportunity to demonstrate mastery or earn credit by this method, an appropriate District employee shall review the student's educational records to determine whether the student has had prior instruction in the subject or course. EHDB(LOCAL)

Students in grades 6-12 who have previous formal instruction in Board designated courses and do not have credit in a course from an accredited institution, as recognized by the Texas Education Agency, may earn credit through Credit by Exam with Prior Instruction. This option is available in order to validate student attainment of the essential knowledge and skills.

To be eligible for credit by examination, a student must:

1. meet enrollment criteria for the District
2. be in grades 6-12
3. have prior formal instruction with an end grade of 60% or more at a given grade level or in the course(s), including home schooling
4. have prior approval from the appropriate administrator
5. in the case of loss of credit due to excessive absences, have approval of the attendance committee

For students with inadequate records from other schools or foreign countries or returning from a home schooling situation, the District will determine prior formal instruction for these students based upon a review of educational records.

Approved Examinations

- Examinations developed by the District that the Superintendent or designee determines cover the essential knowledge and skills for each applicable subject area;
- Examinations developed by the University of Texas at Austin; and
- Examinations developed by Texas Tech University.

Credit

To receive credit, the student must score a grade of 70 percent or better on the examination. Grade points will be awarded for students. Credit by exam may NOT be used to gain UIL eligibility.

Procedures

1. The campus counselor shall facilitate registration for Credit by Exam.
2. The counselor will accept the test fee (amount necessary to cover the cost of the test) at the time of registration.
3. The principal or designee shall approve student eligibility for each CBE application.
4. The student may sign up for the CBE tests through a state approved university, with approval of his/her counselor who will monitor the examination and return the test to a state approved university for scoring.
5. Tests will be administered on individual campuses on dates determined by the principal or designee.
6. After receiving the test score, the principal or designee will record the grade received on the student's permanent record card.
7. Credit and grade points will be calculated in the GPA.

EHDB (REGULATION)