



St. Tammany Parish Public Schools

PROFICIENCY TESTING

FOR HIGH SCHOOL CREDITS



The Louisiana Department of Education and the BESE Board are requiring, per policy in Bulletin 741, that students transferring from home study or non-accredited private school wishing to earn a Carnegie unit credit, “P”, in a course with a state-administered end-of-course exam must demonstrate proficiency using the end-of course exam which is the LEAP 2025 assessment. Students wishing to earn a Carnegie unit credit in a **non-LEAP 2025** course must demonstrate proficiency on a district created exam that is aligned to the state standards.

The student has only one attempt at the assessment that he or she has qualified to take. In order to receive the credit in the form of a “P” for Proficient, the student must pass with an achievement level of at least **Approaching Basic** on the LEAP 2025 and earn **at least 67%** on the applicable district-created exam.

Student placement in high school is based on the number of Carnegie credits earned.

	Credits		Credits
Freshman (9th)	0	to	4
Sophomore (10th)	5	to	10
Junior (11th)	11	to	16
Senior (12th)	17+		

Complete all forms and email them along with support documents to: jan.latino@stpsb.org

For further information, contact Jan Latino at 898-6481 or e-mail jan.latino@stpsb.org



St. Tammany Parish Public Schools Proficiency Application



Student Information

Last Name: _____ First Name: _____
 Social Security Number: _____ Date of Birth: _____
 Gender: _____ Race: _____
 Grade: _____

***ALL** of the above information is required for testing*

STPPS Public School attending upcoming school year: _____

Check One:		Student qualifies for accommodations
		Student does not qualify for accommodations

A copy of the student's current IEP, IAP, or EL checklist must be provided for the student to receive the accommodations.

Parent Information

Last Name: _____ First Name: _____
 Mailing Address: _____
 City: _____ Zip Code: _____
 Phone Number: _____
 Parent Email: _____

An **email** will be sent to confirm registration.

A copy of the Proficiency Course Registration form **will be mailed** once all results have been completed.

One Carnegie unit credit awarded will be added to the student's transcript as a "P" indicating he/she passed the proficiency exam(s). Letter grades will not be awarded. **Please speak to your school's guidance counselor about the implications of receiving a "P", rather than taking the course to receive a letter grade. A "P" can affect a student's grade point average and rank in class, as well as TOPS and NCAA eligibility.**



Verification of Course Work



Student Last Name: _____ **Student First Name** _____

The student listed above, has completed “seat work” corresponding to 1 academic year for each of these courses:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Assessments were given and the student demonstrated satisfactory mastery of the standards.

I have attached the following support document(s) to demonstrate topics covered for each course listed above:

- Syllabus/Overview of Coursework with topics/standards covered
- Calendar of Scope and Sequence showing list of lessons, activities, assignments, assessments, projects, etc. Final Exam for each subject (Do not turn in 3 ring Binders.)
- Student’s High School Transcript

Parent/Guardian Printed Name

Parent/Guardian Signature