



Park Hill School District

Request to Transcribe High School Credits from a non-accredited educational or homeschool provider.

For the Park Hill School District to consider transfer of high school credits from a non-accredited educational or homeschool provider, all of the below components must be submitted. The request will not be reviewed without all documents provided. When all documents have been provided, they will be reviewed to determine if credit will be transcribed on the student transcript. In addition to the required documentation, the student may be asked to complete additional testing.

Park Hill Board Policy: Instructional Program, Graduation Requirements, IKF

Students transferring from other Missouri school districts or charter schools, private or parochial schools, home schools, unaccredited schools, and schools in other states or countries will have their credits transferred in accordance with guidance from the Department of Elementary and Secondary Education (DESE) and may have some graduation requirements waived depending on the circumstances. (DESE Graduation Guidance)

DESE Guidance:(Legal Reference: 167.012 and 167.031, RSMO) Graduation Handbook

Placement, Credit, and Variances for Students Who Transfer into a School District/Charter.

DESE recommends the following:

Transferring From	Board Policy
<ul style="list-style-type: none"> Another public high school in a school district accredited by the Missouri State Board of Education 	<ul style="list-style-type: none"> Accept credit, pursuant to Section 171.171, RSMo, and grade placement as stated on transcript.
<ul style="list-style-type: none"> A nonpublic high school or charter school in Missouri accredited by the Cognia, Independent Schools Association of Central States (ISACS), or the University of Missouri Committee on Accredited Schools Private agency placement by public school district/charter for students with disabilities 	<ul style="list-style-type: none"> Accept grade placement and credit as stated on transcript and equated to the Carnegie unit as defined in Missouri.
<ul style="list-style-type: none"> <u>A public or nonpublic high school in another state accredited by that state's department of education, Cognia or its equivalent, or ISACS or its equivalent agency.</u> 	<ul style="list-style-type: none"> <u>Accept grade placement and credit as stated on transcript and equated to the Carnegie Unit as defined in Missouri.</u>
<ul style="list-style-type: none"> An unaccredited public or nonpublic high school in Missouri or another state A charter public high school that is not accredited by the Cognia or its equivalent Homeschool Private agency placement by parents/guardians of students with disabilities 	<ul style="list-style-type: none"> Review reported courses and any available achievement test or other performance data. Interview student and parents/guardians Administer formal and informal assessments if records are inadequate. Make a tentative placement decision based on available information. If placement is ninth grade, students should be required to meet all state and local graduation requirements. Parents/guardians of homeschooled children must provide documentation as required in Section, RSMo.



Park Hill School District

Missouri State Statute 167.012. Home school defined — regular instruction, requirements — daily log.

2. Except as otherwise provided in this subsection, as evidence that a child is receiving regular instruction, the child's parent, guardian, or other person having control or custody of the child shall:

1. Maintain the following records:
 - a.
 - i. A plan book, diary, or other written record indicating subjects taught and activities engaged in;
 - ii. A portfolio of samples of the child's academic work; and
 - iii. A record of evaluations of the child's academic progress; or
 - b. Other written or credible evidence equivalent to subparagraphs a. to c. of paragraph (a) of this subdivision;

Park Hill School District will require the following documentation to consider a homeschool course or other courses from an unaccredited institution to be transcribed. This applies for both homeschool and any unaccredited institution to provide. If documentation is not provided prior to the student attending Park Hill, the credit will not be transcribed.

- Transcript from curriculum provider for all courses requested to be on Park Hill transcript
- Scope and Sequence of Course Objectives
- Journal, Portfolio, or student evidence showing progress toward course objectives for each course
- Achievement test or other performance data showing objectives met
- Time Log of time spent on each course

Supplemental Documentation

- Missouri End of Course Exam score(s), ACT, SAT or other assessment scores, if available
- NWEA score, if applicable you will need to schedule a time to take the assessment.

Complete the Request to transcribe homeschool credits form with documentation and send to Academic Services.

After all information has been reviewed you will be notified if the course is approved to be on the student's Park Hill transcript.