

1 Great Falls School District

2
3 **INSTRUCTION**

2413

4
5 Credit Transfer/Assessment for Placement from Non-Accredited and/or Nonpublic Schools

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7 Grades 9-12

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

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15 The credit evaluation committee will:

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17 1. Document that the student has spent approximately the same number of classroom hours
18 in the home school as would have been spent in a regular class in the District;
19 2. Document that the student followed a curriculum essentially similar to that of a course for
20 which credit is requested;
21 3. Document that in the event of a credit request in a lab, industrial arts or music course, the
22 equipment and facilities were sufficient to meet the required learning activities of the
23 course;
24 4. Require that the student has satisfactorily passed, in all courses where a final exam is
25 normally given, a final exam prepared and administered by a staff member in the District.
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27 The District will give credit only for home schools which have met all requirements as specified
28 in Montana law. Credit from home schools will only be accepted when a like course is offered in
29 the District.

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

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34 **For purposes of calculation of class rank:**

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36 1. only those courses taken in an accredited school will be used; and
37 2. a student must have at least 10 credits from an accredited school.
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39 Grades 1-8

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41 Requests from parents of students in non-accredited, nonpublic schools for placement in the
42 District school system will be evaluated by an assessment-for-placement team. That team will
43 include:

- 44
45 1. The school principal;
46 2. One (1) teacher of the grade in which the student is being considered for enrollment; and

1 3. One (1) counselor (grades 7-8 only).
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3 The assessment-for-placement team will cause the District-adopted norm-referenced test and/or
4 end-of-the-year subject-matter tests to be administered and scored. An assessment-for-placement
5 team will take into account the following in its recommendation for grade placement:
6

- 7 1. Documentation that the non-accredited, nonpublic school has provided a comparable
8 number of hours as the child would have attended in a public or private school;
9 2. That the child followed a similar curriculum as would have been provided in an
10 accredited public or private school;
11 3. That the result of the end of the year test indicates the student has mastered most
12 prerequisite skills; and
13 4. Scores received on individual diagnostic/basic achievement tests used to assist in
14 placement decisions.
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16 Parents of students in home schools are encouraged to maintain a log documenting dates of
17 instruction, content of instruction, amount of time spent on that instruction, scores on tests, and
18 the grades in all activities.
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20 The District is not obligated to provide instructional materials for other public, private, or home
21 schools.
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23 If the parent or guardian is not in agreement with the placement of the child, he/she may request
24 a hearing before the Board.
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26 Legal Reference:

27 §20-5-110, MCA School District Assessment for Placement of a Child Who Enrolls From a
28 Non-Accredited, Nonpublic School
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30 Policy History:

31 Adopted on: July 1, 2000
32 Revised on: August 22, 2005
33 Revised on: November 24, 2014
34 Revised on: May 12, 2025