

Highland Park High School



TRANSFER GUIDE

TM

2026-2027

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SCHOOL LEADERSHIP

Administrative Team

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Counseling Team

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GRADUATION REQUIREMENTS

To receive a diploma and to participate in graduation ceremonies, the student must:

- Complete one of the Highland Park High School graduation programs;
- Complete the required number of community service hours specified in [EIF\(REGULATION\)](#); and
- Meet passing requirements on the State of Texas Assessments.

The five assessments under House Bill 5 include Algebra I, English I (reading/writing), English II (reading/writing), Biology, and U.S. History.

For information about the Foundation program, Endorsements, Distinguished Level of Achievement, and HPISD Distinguished Level of Achievement for students entering high school, please see page 9 and Appendix A of the HPHS [Academic Planning Guide](#).

Community Service Requirements

The standard requirement is for all students to complete 50 hours of community service to graduate from Highland Park High School.

Students are permitted to work on this requirement during the summer. Students may not receive credit for service hours completed prior to their enrollment as a student at Highland Park High School.

Community Service Hour Requirements for Transfer Students

Transfer students will be required to complete hours based on the amount of time at HPHS, which will equate to 6 hours deducted for each semester not at HPHS. Entering freshmen may start working on their service hours beginning in June, after successful completion of the 8th grade. Senior service hours must be submitted by 11:59 p.m. April 30 of their graduation year to reduce the risk of not graduating.

Community Service Requirements for Transfer Students:

Grade	Enrolled 1 st Semester	Enrolled 2 nd Semester
Freshman	Must complete 50 hours	Must complete 44 hours
Sophomore	Must complete 38 hours	Must complete 32 hours
Junior	Must complete 26 hours	Must complete 20 hours
Senior	Must complete 14 hours	Must complete 8 hours

Service hours must be recorded on [x2VOL](#) within two months after the completion of the project or activity to receive credit. The only exception to this rule is for hours completed between June 1 and the start of school. These hours must be submitted on to the CSC website by 11:59 pm the last Friday of October.

For additional information concerning Community Service, see the [Kiltie](#) and [EIF\(REGULATION\)](#).

GRADES

Grade Classification

Students are eligible to enter the 9th grade when they have successfully completed the 8th grade. Other grade year classifications are based on a minimum number of accumulated units of credit as follows:

Sophomore	6
Junior	12
Senior	15

Grade Point Averages (GPAs)

Grade point averages are calculated each semester to the third decimal place. At the end of the first semester of the freshman year and every semester thereafter, the weighted grade point average representing the 10th percentile in a class will be reported to that class. The cumulative grade point average is computed based on the final semester grades from the ninth grade through the twelfth grade. Transfer grades from accredited schools that students new to HPISD have previously attended will be calculated into the grade point average in accordance with HPISD Board Policy [EIC\(LOCAL\)](#).

Grades earned from non-accredited schools are not transferable. Credits may be earned by meeting the required standard of mastery with prior instruction through credit by examination (CBE) to replace transfer credits from non- accredited institutions. Grades earned through CBEs, to replace transfer credits from non-

accredited institutions, will be calculated into the grade point average.

Grade Point System

Numerical Grade	Category I	Category II	Category III
97 and Above	5.0	4.5	4.0
93-96	4.8	4.3	3.8
90-92	4.6	4.1	3.6
87-89	4.4	3.9	3.4
83-86	4.2	3.7	3.2
80-82	4.0	3.5	3.0
77-79	3.8	3.3	2.8
73-76	3.6	3.1	2.6
71-72	3.4	2.9	2.4
70	3.0	2.5	2.0
60-69	1.0	1.0	1.0
Below 60	0.0	0.0	0.0

Category I includes IB courses or eligible Advanced Placement courses and courses that are considered postsecondary courses and have a required AP pre-requisite.

Category II includes eligible dual credit courses and locally designated Pre-AP/Honors and TAG courses.

Category III includes all other eligible courses.

For additional information concerning the HPHS Grade Point System and the characteristics of Category I, II, and III courses, please see the HPHS [Academic Planning Guide](#) (APG) and HPISD Board Policy [EIC\(LOCAL\)](#).

Class Rank

A student's class rank will not be calculated or reported except for the top 10 percent of a given class. Class rank will not appear on any student transcript. A student in the top 10 percent will receive from the District a Certification of Class Rank containing the student's numerical class rank, but the class rank will not appear on the student's transcript. When the District provides the transcript of a student in the top 10 percent to a college, it will also provide the Certification of Class Rank.

The class rank will first be provided to the students in the top 10 percent of the class in the fall of their senior year. In the case of a tie for the top 10 percent, grade point averages will be calculated to the number of decimal places necessary to break the tie. Final senior ranking will be determined at the end of the student's senior year.

Honor Graduates

Honors at graduation include the following:

Valedictorian*

Salutatorian*

Top Ten Graduates**

Summa Cum Laude***

Magna Cum Laude***

Cum Laude***

In case of a tie in weighted GPAs after calculation to the fourth decimal place for valedictorian, salutatorian, or top 10 graduates, the District shall recognize all students involved in the tie as sharing the honor and title.

*The valedictorian and salutatorian will be the two students with the highest and second highest-weighted grade point averages who have been enrolled in the District continuously for all four years of high school.

** The Top Ten graduates will be the senior students with the ten highest-weighted grade point averages whether or not they have been continuously enrolled in the District throughout high school.

*** Summa Cum Laude, Magna Cum Laude and Cum Laude honors will be based on achieving the following weighted grade point average thresholds in [EIC\(REGULATION\)](#):

Summa Cum Laude	4.400
Magna Cum Laude	4.250
Cum Laude	4.150

Grade Reports

Grade reports will be distributed online via [Skyward Family/Student Access](#) at the close of each nine-week grading period with numeric grades of 70 to 100 used to indicate the quality of passing work. Grades below 70 indicate failure. The grades of two nine-week periods are averaged with the semester examination grade to constitute the semester average. Each grading period will be 40% of the semester grade, and the final exam will count as 20%.

Progress Reports

Progress reports also will be distributed online via [Skyward Family/Student Access](#) during the fourth week of each nine-week grading period. While these reports usually carry an approximate grade average, their primary purpose is to give the impressions of teachers as to specific attitudes, weaknesses, and strengths, scholastic or otherwise, which may influence a student's progress. It may be possible for a student to be passing at the end of the four-week period and not be passing at the end of the nine weeks.

Course Credit

One-half (.5) unit of credit will be given for successful completion of a course each semester. To successfully complete a course, a student must maintain a grade average of at least 70 on a scale of 100 and fulfill attendance requirements as specified by the state of Texas.

Credit for Year-long Courses

A student may earn a full credit (1.0) for a year-long course by:

- Earning a grade of 70 or above for each semester, or
- Passing the second semester of the course and earning a 70 or above when the first and second semester grades are averaged. In this case, each semester grade and the credit will appear on the student transcript.

TRANSFER POLICIES

Evaluation of Credits

Highland Park High School accepts credits from any public high school accredited in the State of Texas. Credits from high schools outside the State of Texas will be evaluated according to State guidelines in HPISD Board Policy [FDA\(LEGAL\)](#) and local graduation requirements [EIF\(LOCAL\)](#) and [EIF\(REGULATION\)](#).

Transfer students who enroll after the beginning of the semester will be expected to meet Highland Park standards and requirements from the day of enrollment, including the final examination.

Transcript Evaluation

An unofficial evaluation of student withdrawal records will be completed at the time of enrollment in order to select courses for the student.

Once the **official transcript** has been received directly from an accredited institution, that document will be reviewed for the verification and transfer of credits and grades to the HPHS transcript. Beginning with the Cohort of 2023, all transfer credits received outside of Texas public schools or from a private school will be noted on the transcript as #3.

- Accredited Schools: Transfer grades earned in courses taken at an accredited school will be awarded credit and credits will be calculated into the student's grade point average, in accordance with HPISD Board Policy [EIC\(LOCAL\)](#).
 - Courses for which a passing grade has been earned may not be repeated for credit or GPA purposes. A student is ineligible to take an exam for acceleration if a passing grade has already been earned whether in a class or through credit by examination in accordance with [EHDC \(REGULATION\)](#).
 - IB grades will be calculated as Category I for transfer purposes.
- Non-Accredited Schools: Transfer grades earned from non-accredited schools and programs will not be transferable for credit.
 - Credit for courses taken in a non-accredited school may be earned by meeting the required standard of mastery with prior instruction through credit by examination from either UT high school or TTU K-12 high school.
- In accordance with HPISD Board Policy [EIC\(LOCAL\)](#), Credit by Examination will be handled as follows:
 - Grades earned through credit by examination for the purpose of verifying transfer of credit from a non-accredited school will be calculated into a student's GPA.
- Students who enroll in the spring and summer for a fall start date will be considered HPISD students for the purpose of summer athletic participation, summer school courses and off-campus academic courses taken between spring/summer enrollment and fall start date.
- The following guidelines for credit by examination will apply to HPISD students:
 - For students in the class of 2030 and beyond, grades earned through credit by examination with or without prior instruction will not count toward GPA but will appear on the student's transcript.
 - For students in the class of 2027, 2028, and 2029, grades earned through credit by examination without prior instruction taken after middle school will count towards GPA and will appear on the student's transcript. Credit by exam with prior instruction (credit

recovery) is excluded from the student's GPA; grades and credit will appear on the student's transcript.

- Grades earned on a transcript from calendar frameworks other than the quarter/semester will be examined by the counseling staff and awarded credit based on factors such as completed terms and TEKS alignment in accordance with HPISD [EIC\(LOCAL\)](#).
- Grades earned on foreign transcripts from grading frameworks other than the numerical scales used by HPISD, will be examined by the counseling staff and awarded GPA points based on factors which may include available published conversion scales of both the student's prior academic history and that of HPISD.

Grade points will be assigned to numerical grades utilizing the HPISD Grade Point System. Letter grades will be assigned a numerical value utilizing a numerical conversion scale, and grade points will be assigned to the converted numerical grade utilizing the HPISD Grade Point System. Courses must be designated as Honors/Pre- AP on the official transcript in order to receive Category II grade points. Courses must be designated as AP or IB on the official transcript in order to receive Category I grade points. HPHS will only award Category I and Category II grade points for courses that are offered at HPHS as Honors or AP to the same class of students. High school credits earned in middle school must be indicated on the official transcript.

Numerical Conversion Scale

Letter Grade

A+	98
A	95
A-	91
B+	88
B	85
B-	81
C+	78
C	75
C-	71
C	65

IB Scale

7	98
6	93
5	87
4	77
3	67
2	63
1	60

Transfers/Changes in Residency

Nonresident students will not be permitted to attend HPISD schools, with the following exceptions:

- Resident students who become nonresidents during a semester will be permitted to continue in attendance for the remainder of the grading period. Resident students in grade 12 who become nonresidents after the conclusion of the first nine weeks of the senior year and attended HPHS the entire junior year before will be permitted to continue in attendance for the remainder of the school year. For additional information, see HPISD Board Policy [FDA\(LOCAL\)](#) and [FDA\(REGULATION\)](#).
- If a resident student temporarily becomes a nonresident student because of the renovation or construction of a residence within the District, he or she will be permitted to continue in attendance at the student's school tuition-free for the remainder of the school year, when approved and in accordance with the procedures and requirements in HPISD Board Policy [FDA\(LOCAL\)](#).
- Under limited circumstances, a nonresident student who is in the process of becoming a resident

student will be permitted to enroll in a District school when approved and in accordance with the procedures and requirements in HPISD Board Policy [FDA\(LOCAL\)](#).

- The nonresident child of an eligible, full-time professional employee may enroll when formally approved for an interdistrict transfer in accordance with the procedures and requirements in HPISD Board Policy [FDA\(LOCAL\)](#) and [FDA\(REGULATION\)](#).

Eligibility for Commencement Exercises

To be eligible to participate in the May graduation exercises, seniors must:

- Have completed all state and local graduation requirements (credits, state-mandated assessments, and service hours);
- Have been enrolled at Highland Park the entire second semester of their senior year; and
- Have no obligations for school-issued property, materials, or fees.

Senior Year Transfers from Other Schools

A student transferring to HPHS from another school at any time during their senior year will be expected to meet all HPHS graduation requirements.

****Students that have earned a high school diploma, either in the state, nationally or internationally may not become eligible to receive another diploma from Highland Park ISD.**

GUIDELINES FOR FOREIGN EXCHANGE STUDENTS

Commitment Statement

The Board and District support the concept and goals of global learning which includes the enrollment of foreign exchange students in its schools.

The number of such students accepted for admission at the high school for any one regular school year will be without regard to race, creed, or national origin.

Types of Programs

The District will only accept students from nationally recognized foreign exchange programs identified by the Council of Standards for International Exchange Travel (CSIET) whose listing status is "Full."

Other travel or exchange programs in which District personnel and/or students participate (such as People to People or private programs to study a foreign language or culture in the native country) are not considered to be sponsored by the District nor shall the District accept responsibility or liability for any activity related thereto.

Other foreign students enrolling in any District school under the sponsorship of churches, other institutions and organizations, or families and individuals (self or others) must fully meet the admission and residence requirements of the District.

Application

Foreign exchange sponsors must apply to the high school principal for approval prior to assignment of a student to the District. The high school principal must receive the application beginning March 1st and no later than June 1st prior to enrolling for the next school year. Applications received after June 1st will not be considered for approval.

Only complete applications will be accepted and reviewed.

The enrollment request must be for one full, regular school year and will be reviewed in the order received.

The foreign exchange student must provide the required official records in English. Falsification of a record will result in immediate withdrawal.

Student Requirements

Students are expected to have a command of both written and spoken English.

Preference will be given to students who are at least 16 years of age and have not turned 18 prior to September 1st of the school year they plan to attend HPISD.

The foreign exchange student must have been enrolled in high school in his/her home country the semester prior to participating in the exchange program. If the student has completed the equivalent of 12th grade in his/her home country, has received a diploma or certificate of graduation or is considered eligible for college or university placement, he/she is ineligible to attend school in HPISD.

District Parameters

Except for providing an education from an established program, neither the District nor the high school will assume any additional responsibility-educational, financial, legal, or otherwise.

The District will not provide documents for students entering the United States and/or for students wishing to remain in the United States.

Foreign exchange students will be expected to take a full course load typical of any student but should not participate in work-based programs.

After the student has been accepted and enrolled prior to the start of school, the school counselor will determine the foreign exchange student's placement and course schedule based on his or her abilities, needs and interests. Placement will also be based on seat availability.

A foreign exchange student will not be placed in any class requiring an end-of-course (EOC) exam.

Foreign exchange students will not be eligible to take the PSAT or SAT through the school district.

Foreign exchange students will not be included in class ranking.

A foreign exchange student will be ineligible to graduate from Highland Park High School and may not participate in baccalaureate and graduation. No diploma will be received.

The student will be expected to comply with all District and campus policies, rules and regulations, including attendance and discipline.

In order to receive credit for a course, the student must meet attendance and academic requirements.

Behavior issues will be referred to the local agency's representative if it is not resolved with the host family.

Foreign exchange students choosing to participate in athletics, fine arts or other activities governed by the University Interscholastic League (UIL) must comply with UIL rules and regulations, including an Application for Waiver of Athletic Eligibility.

Coaches and extracurricular sponsors will be responsible for checking and obtaining proper credentials for participation in UIL activities.

Responsibilities of the Host Family

The host family must reside in the school district boundaries and is responsible for providing proof of residency in the same fashion required of any enrolling student.

During the foreign exchange student's enrollment in the District, the host family with authority to act for the student will participate in school meetings and conferences regarding the student when requested by District professionals.

The college search and application process are the responsibility of the student's own family and the student's home school. HPHS will not be involved in the college search or application process for any foreign exchange student.

If the host family moves out of the district during the school year of acceptance, the student can only continue in school through the end of the grading period during which the move occurred unless he or she is placed and residing with another family in the District.

Responsibilities of the Sponsoring Organization

The sponsoring organization is responsible for knowing the school district's enrollment and registration requirements. This includes awareness that the:

- School district does not assist with visas and
- Host family must provide all required residency documentation for each student (deed or lease, current electric or water bill, and driver's license or Texas ID.)

The sponsoring organization must be able to bring the student via a J-1 exchange visitor visa because HPISD staff cannot assist with documents required to obtain an F-1 visa.

The sponsoring organization is responsible for selection of the host family. Neither the representative of the sponsoring organization nor his/her family member may serve as the host family or temporary host family.

Agreements between the sponsoring organization, the student's parent and the host family must specify that the sponsoring organization or host is responsible for all expenses such as visas, travel, meals, clothing and school fees.

The representative of the sponsoring organization is expected to maintain contact with its student, the host family and the school and assist with the resolution of any problems that may arise, including but not limited to academics or issues with the host family.

The sponsoring organization will provide evidence of proper immunization and medical insurance.

Additional counseling, such as career, college placement, psychological and substance abuse counseling, is not provided by the District. Personal counseling is the responsibility of the student's own family acting with the sponsoring agency.

Actions by the sponsoring organization, host families or exchange students which violate Board policies will result in the loss of future consideration of placement of students sponsored by a particular organization.

ADDITIONAL INFORMATION FOR NEW STUDENTS

[HPISD Athletics](#)

[HPISD Talented and Gifted program](#)

[HPHS Extracurriculars & Clubs](#)

[HPHS Kiltie](#)