

Corvallis School District

INSTRUCTION

2413
page 1 of 2

Credit Transfer/Assessment for Placement

Grades Nine through Twelve

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

The credit evaluation committee will:

- (1) document that the student has spent approximately the same number of classroom hours in the home school as would have been spent in a regular class in the Corvallis Schools;
- (2) document that the student followed a curriculum which is essentially similar to that in the course for which they are requesting credit;
- (3) document that in the event of a credit request in a lab, industrial arts or music course, the equipment and facilities were sufficient to meet the required learning activities of the course;

The District will give credit only for home schools which have met all requirements as specified in Montana law. Credit from home schools will only be accepted when a like course is offered in Corvallis Public Schools.

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

For purposes of calculation of class rank, only those courses taken in an accredited school will be used.

Grades One through Eight

Requests from parents or legal guardians of students in non-accredited non-public schools for placement in the District school system will be evaluated by an assessment for placement team. That team will consist of the school principal and one (1) teacher of the grade in which the student is being considered for enrollment.

The assessment for placement team will cause the District-adopted, norm-referenced test and/or the end of the year subject matter test to be administered and scored. The assessment for placement team will take into account the following in its recommendation for grade placement:

1. documentation that the non-accredited non-public school has provided a comparable number of hours as the child would have attended in a public or private school;
2. that the child followed a similar curriculum as would have been provided in an accredited public or private school;
3. that the result of the end of the year test indicates the student has mastered most prerequisite skills;
4. that the child achieved an NCE score of forty (40) or above on the Standard Achievement Test. The District is not obligated to provide instructional materials for other public or private schools.

If a parent or legal guardian of a child is not in agreement with the placement of the child, he/she may request a hearing before the Board.

Legal Reference: § 20-5-110, MCA School district assessment for placement of a child who enrolls from a non-accredited, non-public school

Policy History:

Adopted on: 12-8-98

Effective Date: 1-1-99

Revised on: