

J-0950 © JFABC
ADMISSION OF TRANSFER STUDENTS

(Academic Credit Transfer)

Elementary

Academic credit for placement in the elementary school subjects and grades shall be based upon teacher recommendations and previous grade level assignments subject to the determination that the student can meet the standards adopted by the Secretary of Public Education for the grade level assignment.

Credit for Graduation Requirements

~~Each student who enrolls and requests the transfer of academic credits to fulfill graduation requirements shall be provided with a list specifying the courses for which credit has been accepted for graduation and those for which credit has been denied by the District.~~

Each student who enrolls and requests the transfer of academic credits to fulfill graduation requirements shall provide an official transcript to the receiving school for evaluation. The receiving school, acting on behalf of the District, shall provide the student with a written determination identifying the courses and credits accepted toward graduation requirements and any courses or credits denied.

Credits from schools that are accredited by a Public Education Department in the United States its territories or the Department of Defense shall be transferable with no loss of value.

Transferred credit from correspondence extension study, foreign study, home study courses or non-Public Education Department accredited nonpublic schools that satisfies any of the following criteria will be acceptable for fulfilling District graduation requirements:

- ~~• The credit was from a course taught by a teacher licensed by the State of New Mexico.~~

The credit was earned in a course taught by a designated teacher of record who held a valid New Mexico teaching license and the appropriate endorsement(s) required for the specific course and grade level at the time the course was taught.

- ~~• Awarding of the credit was based upon instruction and an assessment that meets the standards adopted by the Secretary of Public Education and evidence of the student having achieved the standards is provided.~~

- The credit was awarded by a school accredited by one (1) of the following accrediting agencies of colleges and schools; North Central Association, Southern Association, Middle States Association, New England Association, Northwestern Association, Western Association and meets standards adopted by the state where the credit was granted.

When transfer credit is denied for a course, the student may request and take an examination on the course subject matter designed and evaluated by a teacher in the receiving school who is

licensed to teach the subject matter of the course for which the credit was requested and who is selected by the Superintendent. Upon receiving a satisfactory score as determined by the teacher, course credit will be awarded to fulfill the requirements for graduation. All courses credited for graduation must meet the standards adopted by the Secretary of Public Education where such standards exist.

~~Where standards have not been adopted by the Secretary of Public Education, courses credited for graduation must meet the standards established for the school to which the student has requested a transfer of credit.~~

Review of Transfer Credit Determination

A student or parent/guardian who disputes the receiving school's denial or application of transfer credit may submit a written request for District-level review to the District Curriculum and Instruction Department within ten (10) school days of receiving written notification of the school's determination.

The written request must identify the course credit being disputed and the basis for the request. The student or parent/guardian shall provide documentation demonstrating either: (1) that the designated teacher of record for the course held the required license and appropriate endorsement(s) for the course at the time the credit was earned; and/or (2) that the school, institution, or agency awarding the credit held applicable accreditation or recognition at the time the credit was earned.

The District Curriculum and Instruction Department shall review the submitted documentation and the receiving school's determination to determine whether the transfer credit requirements established by District policy were applied correctly and consistently.

The District Curriculum and Instruction Department shall issue a written determination within ten (10) school days after receipt of all required documentation. The written determination shall affirm, modify, or reverse the receiving school's decision and, when credit is approved, identify how the credit will be applied toward District graduation requirements.

The determination of the District Curriculum and Instruction Department shall be final.

Adopted: date of manual adoption

LEGAL REF.: 6.29.1.9 NMAC

CROSS REF.: [JG](#) - Assignment of Students to Classes