

# Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

**Policy: JECDA - AR**  
Adopted: 9/18/06

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## TRANSCRIPT EVALUATION PROCEDURES

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The building principal or designee will conduct an evaluation of transfer student transcripts and other documentation as may be required to: determine the value of course credits earned; acceptance or rejection of credit and grades; the number of years of school attendance or equivalent; and subsequent placement of students in district schools.

### Awarding of Credits

1. Students, including dependents of an active duty or deployed member in the uniformed service of the United States, transferring from a standard Oregon public school, or another state's standard school or Department of Defense Education Activity (DoDEA) school will receive credit for previously completed courses and attendance on the same basis credit and attendance are accepted for such courses completed in district schools consistent with OAR 581-022-1131.
2. Students transferring from another school district's approved alternative program or a private alternative program registered with the Oregon Department of Education (ODE) or other state's department of education will receive credit for previously completed courses and attendance on the same basis credit and attendance are accepted for such courses completed in district schools consistent with OAR 581-022-1131.
3. Students transferring from an alternative program not registered as provided above may receive credit for those courses that have the same or substantially similar course content and hours of instruction as existing district course consistent with OAR 581-022-1131.
4. Students transferring from an accredited private school will receive credit for previously completed courses and attendance on the same basis credit and attendance are accepted for such courses completed in district schools consistent with OAR 581-022-1131.
  - a. Credits earned for classes of a sectarian nature will not be accepted. Students may be required to submit course descriptions, or other documentation as may be deemed necessary, to determine whether a course is primarily sectarian in nature.
5. Students transferring from a non-accredited private school may receive credit for those courses that have the same or substantially similar course content and hours of instruction as existing district courses, ~~after successful completion of one semester at a district high school.~~ consistent with OAR 581-022-1131.
6. Under ORS 339.035, students transferring from a home study program ~~school based instruction, on line or other distance learning~~ may not receive credit for course work previously completed under such programs of instruction.
7. Students may be required to submit course descriptions or other documentation as deemed necessary, including hours of instruction, to assist district officials in determining credit and attendance to be accepted. Such information may be gathered by phone.

### Validation of Credit

1. The district may, at its discretion, require validation of credit from students transferring from non-accredited school and non-registered alternative programs, by requiring that the student complete an assessment or provide equivalent portfolio/work sample evidence consistent with OAR 581-022-1131.
2. The district may conditionally accept credit from students transferring from non-accredited school and non-registered alternative programs consistent with OAR 581-022-1131. Students not meeting course requirements at the four-week mark, may be required to undergo further written or oral assessment.
3. Students unable to validate credit will be scheduled/rescheduled at the appropriate grade/course level and the credit(s) in question denied.

### Grade-Level Placement

1. Students will be placed in the grade level or course best suited to their needs, based on the district's evaluation of the student's transcript and/or other documentation, assessment, portfolio/work sample evidence, etc. as may be required by the district.

If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level determination based upon the district-administered assessment(s), as deemed appropriate.

### Grades/GPA Academic Awards

1. Students transferring from the following programs will receive the grades/GPA value earned from the student's previous school(s), program(s) for purposes of determining a student's cumulative GPA, academic recognition and awards (e.g., Top 10, valedictorian, salutarian, etc.)
  - a. Standard Oregon schools—and other states' standardized schools, or Department of Defense Education Activity (DoDEA) schools;
  - b. Another school district's approved alternative program.
  - c. A private alternative program registered with ODE or another state's department of education.
  - d. An accredited private school.

### CIM/GAM

- ~~1. Students transferring from another standard Oregon public school, district alternative program or private alternative program registered with ODE will be eligible to receive all or part of the Certificate of Initial Mastery (CIM) on the same basis as students completing CIM benchmarks in the district schools.~~
  - ~~a. The district will evaluate student assessment results, including portfolio/work sample evidence, to ensure performance-based assessments and content-based assessments have been benchmarked to mastery levels.~~
  - ~~b. Students transferring who have not met or have exceeded the benchmark standards on the most recent statewide assessment at grades 3, 5, 8 and 10 for a CIM will be provided additional services, alternative education or other public school options, as appropriate, based on criteria established by the district for determining whether students have demonstrated the knowledge and skills necessary to perform successfully at each level.~~
- ~~2. Students transferring from a public school in another state or country, from a private school in Oregon, another state or country, including students who meet the requirements for migrant~~

~~education or from home schooling may receive a CIM if the student meets all of the state and local requirements.~~

- ~~a. The district will provide the student with a reasonable opportunity to participate in all activities applicable and appropriate for the student that are required to obtain a CIM, including but not limited to, state assessments and work samples.~~
- ~~b. The district will evaluate a transfer student's educational records and other student work, if any, and score, where appropriate, student produced work samples for purposes of meeting CIM requirements.~~

## **Appeals**

Transcript evaluation decisions may be appealed to the Superintendent.

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