

Book	School Board Policies
Section	400 Series: Students
Title	School Admissions
Code	420
Status	Draft

## SCHOOL ADMISSIONS

Any student seeking school admission in the District must reside within the established boundaries of the District, except as otherwise provided by law and/or Board policy.

School assignments and grade placements shall be made by the administrative staff in accordance with District procedures. Students transferring from other school systems are required to provide a transcript of academic accomplishments at the previous school, or the address from which this data may be secured. If insufficient academic transcript information is available, students may be required to take appropriate academic tests to assist in making a placement.

The District shall not discriminate in admitting students to any school, class, program, activity or facilities usage, on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, parental or marital status, homelessness status, sexual orientation or physical, learning, emotional or mental disability, or handicap. This policy does not, however, prohibit the District from placing a student in a school, class, program, or activity based on objective standards of individual performance or need. Discrimination complaints shall be processed in accordance with established procedures.

Nothing in this policy shall prevent the District from denying the admission of a student during the term of his/her expulsion from another Wisconsin public school, out-of-state public school or independent charter school in Wisconsin, or from setting enrollment conditions that the expelled student must meet in order to be admitted, consistent with legal requirements.

### Recommendations for Board

Any student seeking school admission in the District must reside within the established boundaries of the District, except as otherwise provided by law and/or Board policy.

Individuals enrolling a student are expected to follow the District's registration procedures, including providing appropriate documentation of the student's age and in-District residency (or other status that permits admission to a District school). The District's registration procedures shall be sufficiently flexible so as to not unlawfully interfere with the prompt admission, school placement, and attendance of children in a special legal status that provides rights and protection regarding school enrollment (e.g., homeless, foster care, children of military families, Safe at Home program participants, etc.).

Students admitted to the District's elementary and secondary schools shall present immunization records as required by law. Students entering kindergarten in the District shall also be requested to provide evidence that they have had their eyes examined by an optometrist or evaluated by a physician.

School assignments and grade placements shall be made by the administrative staff in accordance with District procedures. Students transferring from other school systems or non-District programs are required to provide a transcript of academic accomplishments at the previous school/program, or the address from which this data may be secured. If insufficient academic transcript information is available, students may be required to take appropriate academic tests to assist in making a placement.

The District shall not unlawfully discriminate in admissions to any school, class, program or activity or facilities usage on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, parental or marital status, homelessness status, any physical, learning, emotional or mental disability, or any other legally-protected status or classification. This does not, however, prohibit placing a student in a school, class, program or activity based on objective standards of individual performance or need. Discrimination complaints shall be processed in accordance with established procedures.

Nothing in this policy shall prevent the District from denying the admission of a student during the term of his/her expulsion from another Wisconsin public school, out-of-state public school or independent charter school in Wisconsin, or from setting enrollment conditions that the expelled student must meet in order to be admitted, consistent with legal requirements.

## Legal References

### Wisconsin Statutes

[Section 115.997](#)

[Section 118.13](#)

[Section 118.135](#)

[Section 118.14](#)

[Section 118.145](#)

[Section 118.51](#)

[Section 118.52](#)

[Section 118.53](#)

[Section 120.13\(1\)\(f\)](#)

[Section 120.13\(1\)\(h\)](#)

[Section 121.77](#)

[Section 121.84](#)

[Section 165.68](#)

[Section 252.04](#)

Book	Administrative Rules
Section	400 Series: Students
Title	School Admissions
Code	rule - 420
Status	

### **Procedures for Placing Transfer Students**

Any student who has been in attendance in an educational program other than in the Frederic School District for a period of 90 days or more, and who wishes to enter or re-enter the District shall be required to comply with the following procedures:

#### **A. Grade Placement**

The District reserves the right to determine grade placement of all students entering or re-entering the school system. The building principal, with the assistance of the school counselor and other appropriate staff members, shall determine all grade placements of students.

Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry based upon the academic records received from the student's previous school. If transcripts or other records evidencing the student's level of academic achievement, subjects completed, credits earned and/or results of standardized testing are unavailable, incomplete or if accreditation/certification of previous schooling is not able to be secured, a standardized test(s) may be administered to determine the student's achievement level and appropriate grade placement. This test shall be administered by the building principal or designee. Placement decisions shall be made based on the test results and the student's ability to demonstrate learning appropriate to the proper placement.

Students identified as having special needs (e.g., students with disabilities, English language learners) shall be placed in appropriate programs and provided appropriate services in accordance with established District policies and procedures and applicable legal requirements.

#### **B. High School Placement**

High school credits shall be awarded based on the academic record information received and/or the results of any placement/achievement tests. Course credits earned at a public high school or other accredited high school shall generally be accepted as recorded by the former school, with the credit units being adjusted if necessary to reflect the District's comparable units. Transfer credit may be rejected if the District determines that the nature of the work reflected by the proposed transfer credit has no reasonable correlation to credit-eligible work in the District. High school credit for work completed while in a home-based private educational program will be based on an assessment of all information that is made available to District staff in light of the District's high school curriculum and course standards.

Approved transfer credits will be identified as either satisfying a specific graduation requirement or as elective credit that has been completed in excess of required credits. As determined under the applicable high school grading policy, the District will either (1) record a transfer course on a pass/fail basis; or (2) associate and record a transcript grade with a transfer course.

#### **C. Interim Placement Period**

Each student placed in the District from schools or educational programs outside the District shall have an interim period of 45 school days to demonstrate appropriate academic progress in the placement. If during this interim placement period school officials determine that the student's placement needs to be reviewed, the building principal or designee may make a placement revision.

#### **D. Appeals**

In the event that there is an appeal on behalf of the student regarding the placement of a student, a written appeal may be made to the building principal of the school in which the student is initially placed, and then to the

District Administrator. The decision of the District Administrator shall be final.

Decisions regarding transfer courses, transfer credits, and grades associated with transfer courses for high school students may be appealed to the High School Principal and then to the District Administrator, whose decision on the appeal shall be final.