

**Administrative Procedure -- Placement of Nonpublic School Students
Transferring Into the District**

Actor	Action
Parent(s)/guardian(s) of a nonpublic school student transferring into the District	Shall perform all school admission requirements contained in Board policy <u>Policy 7.50, <i>School Admissions and Student Transfers to and From Non-District Schools</i></u> , and Administrative procedure 7.50-AP1, <u><i>School Admissions and Student Transfers To and From Non-District Schools</i></u> .
Building Principal or designee	<p>Meets with parents/guardians to discuss appropriate placement.</p> <p>Inquires about the student's special interests, concerns, and goals.</p> <p>Administers a Student Home Language Survey. ISBE provides Sample Home Language Surveys that are available in English and twenty-nine other languages <u>under the Home Language Surveys tab at--: See www.isbe.net/bilingual/htmls/tbe_tpi.htm</u> <u>www.isbe.net/Pages/Screening-for-English-Language-Proficiency.aspx</u>.</p> <p>Determines achievement level based on interviews, school records, achievement testing, and/or other appropriate means.</p> <p>Considers special circumstances, e.g., whether the student is <u>is</u> gifted, <u>is accelerated</u>, disabled <u>has a disability</u>, <u>is</u> homeless, has limited English proficiency <u>proficiency</u>, is part of a migrant <u>or refugee</u> family, has special medical needs, or has other needs.</p> <p>Before making a placement decision, seeks input from appropriate school personnel.</p> <p>Awards credits and determines placement.</p> <p>Course credit awarded to students transferring from a non-graded school or a school that is not recognized by the state education agency, will be given the grade of "P" for passing with no letter or numerical designation for the level of proficiency.</p> <p>Completes other enrollment procedures.</p>