

SCHOOL DISTRICT OF SHOREWOOD

420-Guideline (3)

GUIDELINE FOR ADMISSION OF TRANSFER STUDENTS

Nothing in these procedures shall deny any student their rights under state and federal laws regarding students with disabilities, the public school open enrollment program or other applicable state or federal law.

I. STUDENTS FROM HOME-BASED PRIVATE EDUCATIONAL PROGRAMS

- A. Home-based private educational programs are defined by law as a program of educational instruction provided to a child by his/her parent/guardian or their designee. An instructional program provided to more than one family unit does not constitute a home-based private educational program.

Any student entering the Shorewood Elementary or Intermediate Schools after 90 or more calendar days of home-based instruction shall furnish to the principal, director of instruction, or designee the following documentation of the home-based private educational program:

- a copy of DPI Form PI-1206;
- a copy of the school calendar that verifies that each school term of home-based private educational instruction consisted of a minimum of 875 hours, as required by law;
- copies of the sequential curriculum that was taught in six mandated subject areas; and
- records of student performance for each course taken.

B. K-12 Student Placement

1. After screening available documentation of work completed, and considering any other relevant circumstances surrounding the transfer, the building principal or designee make a placement decision. The following may also be required as part of the decision making process:
 - standardized achievement test
 - placement exam
 - portfolio
 - sample coursework
 - individual student assessment

C. High School Student Awarding of Credit

1. The principal or designee will make a placement decision based on this documentation.
 - a. Credits for placement will not exceed 14 credits towards high school graduation requirements for the number of high school years the student has been enrolled in the home base program.
 - b. Courses taken while in a home-based private educational program shall be noted as such on the student's transcripts. All grades for such courses will be recorded as "satisfactory."
 - c. In the event that the home-based student has attended a recognized and accredited high school for single or multiple semesters or years, the credits earned at such school(s) may be accepted and grades will be recorded.
2. Parents/guardians may appeal the decision of the principal or designee on the grade placement, credits awarded, or reevaluation (see D below), to the Director of Instruction in writing within five working days of notification. A decision will be rendered within 10 working days.
3. A student from home based setting when placed at grade level (C. 1. and 2.) will receive a Shorewood Diploma upon completion of the remaining required credits.
4. To be included in class ranking or considered for class honors, student must have four semesters of coursework taken at Shorewood High School. No ranking will be awarded to a student who attends less than four semesters.

D. Re-evaluation

The principal or designee will reevaluate the student's placement during a probationary period of 45 days. The reevaluation will consider both academic achievement and social interaction and may result in a change in placement, provision of support and/or enrichment activities offered.

II. TRANSFER STUDENTS FROM ANOTHER U.S. HIGH SCHOOL

- A. Shorewood High School will transfer classes and grades with appropriate credit for all classes a student has

taken at an accredited U.S. high school upon receipt of sufficient documentation. The student support services staff will attempt to use Shorewood course titles for all classes on the transcript. Transfer credits will be converted to the Shorewood credit system for ease of calculating graduation requirements. Transfer students will receive weighted credit ONLY for classes designated as advanced placement on their previous school transcript. No credit or acknowledgement will be given for religious classes.

- B. To be included in class ranking or considered for class honors, student must have four semesters of coursework taken at Shorewood High School. No ranking will be awarded to a student who attends less than four semesters.

III. TRANSFER STUDENTS FROM ACCREDITED SCHOOLS OUTSIDE OF THE UNITED STATES

- A. Parents/guardians of students entering Shorewood High School from an accredited high school outside of the United States shall provide a transcript with an English translation which meets the District's requirements.
- B. Students will be granted credit for courses taken at the foreign high school based on the number of credit hours calculated, i.e. 90 credit hours in one semester (based on 18 weeks of instruction) will receive one credit.
- C. Consistent with the procedures for other transfer students, grades earned by students transferring from an accredited school outside of the United States will be reflected on the transcript, but will not be calculated in the student's grade point average.
- D. To be included in class ranking or considered for class honors, student must have four semesters of coursework taken at Shorewood High School. No ranking will be awarded to a student who attends less than four semesters.

APPROVED: April 12, 2005

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