

Greater Albany SD 8J
Administrative Regulation

Code: **JECDA-AR(1)**
Adopted: 3/12/01
Revised: 10/23/01; 11/22/10; 12/06/10

Transcript Evaluation Procedures

The district recognizes that students transfer into the district with transcripts from other schools/programs. All credits earned from other schools/programs will be evaluated to determine several points:

1. The number of credits that may be transferred into the district;
2. Whether the credits on the transcript meet the district's requirements for graduation credits;
3. Whether the credits have been earned in an accredited alternative education program.

The district recognizes alternative education programs registered and approved by the Oregon Department of Education, provided they comply with all rules and statutes applicable to public schools, as per OAR 581-022-1350. The district recognizes accreditation of a school or program by the National Association of Schools and Colleges and any of its regional affiliates.

Awarding of Credits

1. Students including dependants of an active duty or deployed member in the uniformed service of the United States, transferring from a standard Oregon public school, 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 education program or a private alternative education program that is registered and approved by the Oregon Department of Education or another state 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 education program not registered as provided above will have their academic program evaluated by the district to determine whether the program complies with all rules and statutes applicable to public schools consistent with OAR 581-022-1131. (Application for Nonaccredited/ Nonregistered Alternative Education Program Approval – JECDA-AR(2).)
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.

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 nonaccredited 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 consistent with OAR 581-022-1131.
6. Or transferring from a home study program under ORS 339.035 may receive credit at the discretion of the district, for previously completed course work and attendance by demonstrating:
 - a. Classroom or equivalent work in an acceptable course of study of at least 96 clock hours.
 - b. Competency or mastery by: exam, sample of work or evidence of equivalent knowledge/skill, proof of prior learning through certificates, diplomas, awards, etc.
 - c. Successful level of content knowledge and skill in an appropriate challenge exam.
 - d. Credit approval will be granted only when the student has demonstrated by clear and convincing evidence to the satisfaction of the district that he/she has achieved the same level of knowledge and skill as would have been accomplished by successful completion of the district course(s) for which credit has been requested consistent with OAR 581-022-1131.
7. Students may be required to submit hard copy course descriptions or other documentation as deemed necessary, including hours of instruction, to assist district officials in determining credit and attendance.

Nonaccredited/Nonregistered Alternative Education Program Approval

An alternative education program that is not approved and registered with the Oregon Department of Education (ODE), or that is not accredited with NASC, may complete an Alternative Education Program Approval application (JECDA-AR(2)) in order to have credits and/or hours earned in the program accepted as transferred credits.

1. The Alternative Education Program Approval application (JECDA-AR(2)) is available from the district office, 718 SW 7th, Albany, OR 97321.
2. Private alternative education programs may submit applications at any time during the calendar year.
3. Credits/Hours will not be accepted for credit until the district approves the alternative education program.
4. Upon approval, the alternative education program's name will be added to the approved list of alternative education programs from which the district will accept credits/hours.
5. Programs are encouraged to seek accreditation by the National Association of Schools and Colleges and its affiliate, Northwest Association of Schools and Colleges, to aid in gaining district approval.

Validation of Credit

1. In addition to requiring a nonaccredited or nonregistered alternative education program to apply for district approval, the district may, at its discretion, require validation of credit from students transferring from nonaccredited schools and nonregistered alternative education 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 nonaccredited schools and nonregistered alternative education programs consistent with OAR 581-022-1131, pending completion of the Nonaccredited/ Nonregistered Alternative Education Program Approval process.
3. Students not meeting course requirements at the end of the first six-week period of enrollment may be required to undergo further written or oral assessment.
4. 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.
2. If the student is unable to provide appropriate documentation, the building principal or designee will make the grade level determination based upon district administered assessment(s), as deemed appropriate to ability and age.

Grades/GPA Academic Awards

1. Students transferring from the following programs may receive, subject to building registration and transcribing procedures, 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, salutatorian, 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 education program;
 - c. A private alternative education program approved and registered with ODE or another state's department of education;
 - d. An accredited private school.

The district may include other schools and programs such as nonaccredited, nonregistered and home school based courses, online or other distant learning methods as deemed appropriate.

Appeals

Transcript evaluation decisions may be appealed to the superintendent or the superintendent's designee.