



Code: **JECDA-AR**  
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Orig. Code(s): JECDA-AR

## **Transcript Evaluation Procedures**

The 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**

Nationally or regionally accredited/standard schools:

1. Students, including dependents of 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 district's approved alternative education program or a private alternative education 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 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.
4. When students are expelled mid-semester, credits will be applied to their transcripts by the sending school as follows:
  - a. 0 to 4.5 weeks = no credit
  - b. 4.5 to 9 weeks = 0.125 credit
  - c. 9 to 13.5 weeks = 0.25 credit
  - d. 13.5 to 18 weeks = 0.375 credit
  - e. 18 weeks = 0.50 credit

Nonaccredited schools and home-schooled students:

1. Students transferring from an alternative education program not registered as provided above will not be eligible to receive credit for previously completed course work or attendance in such programs.

2. 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.
3. Students transferring from a home school based courses under ORS 339.035, online or other distance learning, will not receive credit for course work previously completed under such programs of instruction unless the student has a transcript from a nationally accredited program.

Home-schooled students or students transferring from programs that do not meet criteria as listed in items 1. - 3. above, will have an opportunity to receive credit by proficiency based on the district's credit by proficiency procedure. This may include:

- a. Successfully passing an appropriate challenge exam;
  - b. Providing portfolio/work sample evidence which demonstrates equivalent knowledge or skill;
  - c. Providing documentation of prior learning activities or experiences (e.g., certification of training, hours of instruction, letters, etc.)
4. Credit approval will be granted only when the student has demonstrated by clear and convincing evidence that he/she has achieved the same level of knowledge or skill as would have been accomplished by successful completion of the district course(s) for which credit has been requested consistent with ORS 581-022-1131.
  5. 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.

#### Students with no transfer grades transferring mid-semester

1. If a student transfers in the first six weeks of the semester, the student is responsible for any course content missed and may receive full course credit, with the applicable letter grade. Teachers may exempt assignments and tests from the first six weeks using pre-established consistent criteria.
2. If a student transfers in between the 6th and 12th week, the student can earn 0.25 elective credits per course on a pass (P) or fail (F) basis. Teachers must exempt grades from before the student's arrival in class. If a student has previously earned 0.25 credits in a specific diploma category, the student can be awarded the additional 0.25 credit within that diploma category when the appropriate course is taken (for exceptions see number 4).
3. If a student transfers with 6 weeks or less remaining in the semester, the student will have the opportunity to earn 0.25 elective credit with a grade of pass (P), using pre-established consistent criteria determined by the teacher. If the criteria are not met, the teacher will assign a grade of no credit (N) (for exceptions see number 4).
4. In some cases, a teacher may believe a student entering after the 6th week of the semester should earn full (and, in some cases, nonelective) credit for class. Students may be awarded required and elective graduation credit if they demonstrate proficiency or mastery of defined levels of recognized course standards through sufficient and appropriate assessment evidence. Evidence includes both

quantity and quality of student work that demonstrates what students know and are able to do. In these cases, the teacher and/or student may petition for full credit in the appropriate diploma category.

### **Grade-Level Placement**

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 principal or designee will make the grade level determination based upon 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, salutatorian, etc.):
  - a. Standard Oregon schools, other states' standardized schools or DoDEA schools;
  - b. Another 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.

The district may include other schools and programs such as online or other distant learning methods as deemed appropriate.

### **Appeals**

Transcript evaluation decisions may be appealed to the superintendent.