

Transcript Evaluation Procedures

The building 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

1. Students transferring from a standard Oregon public school, another state's standard school or an accredited foreign institution 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. A standard school or accredited school will be defined as an accredited school through Northwest Association of Schools and of Colleges and Universities (NASCU) or its state affiliates.
2. Students transferring from another school district's approved alternative program or a private alternative program registered with the Oregon Department of Education (ODE) or another 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.

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.

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.
4. Students transferring from a non-accredited private school, an alternative education program not registered as provided in number 2 above, or a non-accredited foreign institution may receive credit for those courses that have the same or substantially similar course content and hours of instruction as existing district courses. The process for granting credit is as follows:
 - a. The burden for providing documentation that shows credit requested for transfer from a non-accredited institution or program meets or exceeds State of Oregon and district standards and criteria rests with the student and/or parent or guardian.
 - b. Not more than 50 percent of diploma credits will be accepted.
 - c. Request for credit will be initiated by the parent(s), guardian or emancipated student by turning the completed district credit evaluation request form within two weeks of the enrollment date. A copy of the completed request will be returned to the parent/student identifying district process and criteria under which credit will be granted.

- d. The counselor and appropriate school administrator will meet with the parent(s), guardian or emancipated student to review the district requirements and process for obtaining credits for requested courses. At this meeting, an appropriate timeline will be identified for processing, evaluating and rendering a final decision on the request.
 - e. 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. One or more of the following criteria must be met:
 - (1) Successfully passing an appropriate challenge exam;
 - (2) Providing portfolio/work sample evidence that demonstrates equivalent knowledge or skill;
 - (3) Providing documentation of prior learning activities or experiences (e.g., certification of training, hours of instruction, letters, etc.).
5. Students transferring from a home study program under ORS 339.035 may receive credit for previously completed course work. The criteria and process for granting credit is as follows:
- a. The burden for providing documentation that shows credit requested for transfer from a non-accredited institution or program meets or exceeds State of Oregon and district standards and criteria rests with the student and/or parent or guardian.
 - b. Not more than 50 percent of diploma credits will be accepted.
 - c. Request for credit will be initiated by the parent(s), guardian or emancipated student by turning the completed district credit evaluation request form within two weeks of the enrollment date. A copy of the completed request will be returned to the parent/student identifying district process and criteria under which credit will be granted.
 - d. The counselor and appropriate school administrator will meet with the parent(s), guardian or emancipated student to review the district requirements and process for obtaining credits for requested courses. At this meeting, an appropriate timeline will be identified for processing, evaluating and rendering a final decision on the request.
 - e. 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. One or more of the following criteria must be met:
 - (1) Successfully passing an appropriate challenge exam;
 - (2) Providing portfolio/work sample evidence that demonstrates equivalent knowledge or skill;
 - (3) Providing documentation of prior learning activities or experiences (e.g., certification of training, hours of instruction, letters, etc.).
6. 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.

Validation of Credit

1. The building principal or designee may require validation of credit from students transferring from non-accredited schools and non-registered alternative programs, by requiring that the student complete an assessment or provide equivalent portfolio/work sample evidence.
 - a. The equivalent portfolio/work sample evidence should be submitted by the parent, guardian or emancipated student. The evidence should demonstrate the knowledge and skills acquired and document prior learning activities/experiences including but not limited to:
 - (1) Name of sponsoring institution.
 - (2) List of course titles.
 - (3) Course description or syllabus.
 - (4) Textbooks used.
 - (5) Documentation of direct teacher instruction time/student attendance.
 - (6) Evidence of competency in the course.
 - (7) A sufficient number of samples of student work that demonstrate proficiency as identified in the Oregon State Content Standards.
 - (8) Valid state-standardized or norm-referenced test scores
 - b. Or, successfully passing an appropriate challenge exam in designated classes, as determined by the district.

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.

2. The building principal or designee may conditionally accept credit from students transferring from non-accredited schools and non-registered alternative programs. Students not meeting subsequent course requirements at the four-week mark may be required to undergo further written or oral assessment.
3. 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

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 building principal or designee will make the grade level determination as deemed appropriate.

Grades/GPA Academic Awards

Students transferring from the following programs may receive, subject to procedures established by the district, 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.):

1. Standard Oregon schools and other states' standardized schools;
2. Another school district's approved alternative program;
3. A private alternative program registered with ODE or another state's department of education;
4. An accredited private school.

The district may include other schools and programs such as non-accredited, non-registered and home-school programs as deemed appropriate.

Appeals

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

**Gresham-Barlow School District
Credit Evaluation Form**

Student Name: _____
Student ID: _____
Grade Level: _____
Parent Name: _____

School: _____
Student Age: _____
Phone: _____

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. One or more of the following criteria must be met:

1. Successfully passing an appropriate challenge exam;
2. Providing portfolio/work sample evidence that demonstrates equivalent knowledge or skill;
3. Providing documentation of prior learning activities or experiences (e.g., certification of training, hours of instruction, letters, etc.).

Process for review of request:

The initial request for transcript evaluation will be made to the student’s counselor. A “portfolio of evidence” will be submitted to the student’s counselor/administrator. The designated administrator will coordinate the review process. The department chairperson from each content area will evaluate and award credit for previously completed coursework by:

1. Evaluating a “portfolio of evidence” submitted by the parent/guardian, which demonstrates the knowledge and skills acquired and documents prior learning activities/experiences including but not limited to:
 - a. Name of sponsoring institution
 - b. List of course titles
 - c. Course description or syllabus
 - d. Textbooks used
 - e. Documentation of direct teacher instruction time/student attendance
 - f. Evidence of competency in the course
 - g. A sufficient number of samples of student work that demonstrates proficiency as identified in the Oregon State Content Standards.
 - h. Valid state-standardized or norm-referenced test scores
2. Or, administering an appropriate challenge exam in designated classes, which the student passes successfully.

Timeline for review of request:

Date of request: _____ Anticipated date parent will be notified of school decision: _____

Every effort will be made to develop a timeline that is reasonable for all parties involved.

Parent’s signature: _____

Date: _____

Counselor’s Signature: _____

Date: _____

Administrator’s Signature: _____

Date: _____