

## **Transcript Evaluation Procedures**

### **Accredited Institutions**

Credits of transfer students shall be accepted on the basis of the requirements of the accredited Oregon or out-of-state secondary school from which they came. Thereafter, these students shall meet the requirements of the district.

### **Non-accredited Institutions**

Acceptance of credits from non-accredited institutions will be determined by a district committee.

The committee will be made up of a high school curriculum administrator, the district curriculum director, and the district director of programs, with additional input provided by curriculum department chairs if necessary.

The committee will evaluate each course from non-accredited institutions based on a consideration of curriculum scope and sequence, student attendance hours, and instructional materials.

The committee will apply the above criteria to decide (a) whether credit will be awarded for each course and, if so, the amount of credit to be awarded; (b) whether non-accredited institution courses will be accepted as required or elective credits.

As per Board policy IBDJA - Relations with Home School Students, credit will not be granted for home schooling.

### **Acceptance of Credit for Courses Taken by District Students During Enrollment in High School**

Students may earn credits through off-campus experiences under the following conditions:

1. Participation must occur after a student begins the freshman year.
2. Students must enroll in required courses at a district high school, unless there are exceptional circumstances and required course substitutions are approved in advance.
3. Ordinarily, a student may apply no more than four units of off-campus credit toward fulfilling graduation requirements.
4. The following experiences may be accepted for credit if they are approved in advance:
  - a. Summer session classes;

- b. Accredited online school classes;
  - c. State approved alternative programs;
  - d. Evening high school classes;
  - e. University, college, community college, or accredited training institution courses;
  - f. Other off-campus learning that is part of a student's four-year plan.
5. Acceptance of courses taken and application of credits toward graduation requirements shall be determined by approval of the principal or designee.

### **Acceptance of Credit for Courses Taken Prior to Grade 9**

Students may earn high school credit for accelerated courses taken prior to ninth grade under the following conditions:

1. Must be the equivalent of a high school course in district. Equivalent is defined as:
  - a. Same or similar planned course statement;
  - b. Same or similar course materials;
  - c. Meets Carnegie unit requirements;
  - d. Same performance criteria as performance criteria required at high school;
  - e. Receive a grade of C or better.
2. The granting of such credit will count toward the total number of credits required by district for graduation (25).
3. The granting of such credit will count toward the number of credits required in foreign language (2).
4. The granting of such credit will not reduce the number of credits required in math (3), English (4), science (3), nor social studies (3).
5. Accelerated courses taken prior to grade 9 as an off-campus experience:
  - a. Must be the equivalent of high school courses at the district. Equivalent is defined as:
    - (1) Same or similar planned course statement;
    - (2) Same or similar course materials;
    - (3) Meets Carnegie unit requirements;
    - (4) Same performance criteria as performance criteria required at high school;
    - (5) Receive a grade of C or better.
  - b. Must have prior approval.
  - c. Must be taken at an accredited institution such as summer session classes; accredited correspondence school classes; state approved alternative programs; evening high school classes; or university, college, community college, or accredited training institution courses.
  - d. Will not substitute for the district academic graduation requirements but may count towards total number of electives required.
  - e. No more than 2 credits will be counted towards total number of electives earned.

## **Appeal of Decision**

When a student or parent disagrees with a decision regarding transfer of credits, the student or parent may appeal the decision through the appropriate administrative channels as outlined in Board policy KL - Public Complaints.