

## 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

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 581-022-2025.
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 581-022-2025.
3. 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.
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 581-022-2025.

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 will not 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 581-022-2025.

6. 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.
7. 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.

### **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, in grades K-8, the parent will determine the grade level, and in grades 9-12, the high school principal will make the grade determination.

### **Grades/GPA Academic Awards**

1. 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.):
  - a. Standard Oregon schools, other states' standardized schools, or Department of Defense Education Activity (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.

### **Appeals**

Transcript evaluation decisions may be appealed to the Board through the complaint procedure found in Board policy KL - Public Complaints and associated administrative regulation.