

**STUDENT INSTRUCTION****Credit Transfer Assessment for Placement Policy***High School*

Requests for transfer of credit or grade placement from any non-accredited, nonpublic school will be subject to examination and approval before being accepted by the District. The credit review will be conducted by the Principal or designee. The reviewer may seek assistance from content/subject area instructors.

The reviewer will:

1. Document that a student has spent approximately the same number of classroom hours in home school as would have been spent in a regular class in the District;
2. Document that a student followed a curriculum essentially similar to that of a course for which credit is requested;
3. Document that in the event of a credit request in a lab, industrial arts, or music course, equipment and facilities were sufficient to meet required learning activities of the course;
4. Require that a student has satisfactorily passed, in all courses in which a final exam normally is given, a final exam prepared and administered by a staff member in the District.

The District will give credit only for home schools, which have met all requirements as specified in Montana law. The school transcripts will record courses taken in home schools or non-accredited schools by indicating title of the course, location where the course was taken, and grade. For the purpose of calculation of class rank, only those courses taken in an accredited school will be used.

*Grades 1-8*

Requests from parents of students in non-accredited, nonpublic schools for placement in the District school system will be evaluated by the Principal or designee. The Principal or designee will take into account the following when recommending grade placement:

1. Documentation that the non-accredited, nonpublic school has provided a comparable number of hours as the child would have attended in a public or private school;
2. Documentation that the child followed a similar curriculum as would have been provided in an accredited public or private school;
3. Demonstrated proficiency on school and district assessments.

If a parent is not in agreement with the placement of the child, he/she may request a hearing before the Superintendent.

## **2090 Continued**

Legal References: 20-5-110, MCA School district assessment for placement of a child who enrolls from a non-accredited, non-public school  
10.55.701, ARM Board of Trustees

Cross References:

Policy History:

Adopted on: 02.28.2012

Revised on:

Reviewed on: 03.05.2024