

RECIPROCITY OF ACADEMIC CREDIT**Transfers from Accredited Schools**

Students transferring into the district from an accredited school shall receive full academic credit for previously completed courses when the sending district verifies that the student has satisfactorily completed those courses. An “accredited” school is one that has received accreditation by the Western Association of Schools and Colleges (WASC) or other statewide or regional commissions or, in the case of a school outside California, by the equivalent governmental or other regional accrediting agency in that jurisdiction.

Transfers from Non-Accredited Schools

When a student transfers from any non-accredited private, public, alternative, home or charter school, academic credit shall be subject to approval by the principal or designee at the enrolling school. Credits transferred from these schools shall be fully accepted when there is evidence that the course work completed is equivalent to similar courses offered in this district.

The principal or designee at the enrolling school shall be responsible for determining which of the student's credits are equivalent to district requirements. Guidelines for determining equivalency shall be developed by representative certificated staff familiar with the district's academic standards and graduation requirements.

Students in grades K through 8 who transfer into the district without proof of having met the grade level proficiency standards in reading, writing and mathematics must take the appropriate standardized tests of these basic skills to facilitate proper placement.

In determining equivalency, the principal and/or designated certificated staff representative shall use one or more of the following sources of evidence:

1. The description of academic content and time requirements of the course work completed by the student compared to academic content and time requirements at the enrolling school. The principal or designee shall require a course of study, including course descriptions, outlines and textbooks, in order to complete this review.
2. The student's portfolio of work, papers, completed projects, graded tests or other documents demonstrating the student's level of skill and knowledge
3. The student's skill and ability as demonstrated by his/her performance on course-appropriate, comprehensive final examinations or other culminating exercises used at the enrolling school
4. Teacher(s) observation, after the student has been placed in a course, that the student has reached a level of preparation consistent with his/her placement in that course

RECIPROcity OF ACADEMIC CREDIT (continued)

Appeals

A parent/guardian may appeal a school staff's judgment of grade-level placement, course placement, and/or the equivalency or determination of academic credit, to the Superintendent or designee. To appeal, the parent/guardian must submit a written request for a review of the school site staff's decision, to the Superintendent or designee, within 10 working days of the notification of placement of the credit determination.

The Superintendent or designee shall schedule a conference within 10 working days of the parent/guardian's request. This meeting may include the principal or designee, representatives of the school's certificated staff, and the student's parents/guardian. It shall be the parent/guardian's responsibility to present evidence to counter the school staff's decision on the student's placement and/or determination of transferability of prior credits. The Superintendent or designee's decision shall be final.