BANDON SCHOOL DISTRICT

Code: JECDA-AR
Adopted: 8/16/04

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 or another state's standard 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.

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 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.

3. Students transferring from an alternative program not registered as provided above, may receive credit for those courses that have the same or substantially similar course content and hours of instruction as existing district courses.

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.

    a. 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 may receive credit for those courses that have the same or substantially similar course content and hours of instruction as existing district courses.

6. Students transferring from a home study program under ORS 339.035 may receive credit for previously completed course work and attendance by:

    a. Successfully passing an appropriate challenge exam;
    b. Providing portfolio/work sample evidence which demonstrates equivalent knowledge or skill;
    c. Providing documentation of prior learning activities or experiences (e.g., certification of

training, hours of instruction, letters, etc.).

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.

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.

Validation of Credit

1. The district may, at its discretion, require validation of credit from students transferring from nonaccredited schools and nonregistered alternative programs, by requiring that the student complete an assessment or provide equivalent portfolio/work sample evidence.

2. The district may conditionally accept credit from students transferring from nonaccredited schools and nonregistered alternative programs. Students not meeting 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

1. 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 based upon district-administered assessment(s) as deemed appropriate.

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 and other states' standardized schools;
b. Another school 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.

CIM/CAM

1. Students transferring from another standard Oregon public school, district alternative program or private alternative program registered with the ODE will be eligible to receive all or part of the certificate of initial mastery (CIM) or the certificate of advanced mastery (CAM) on the same basis as students completing CIM benchmarks or CAM endorsement requirements in district schools.

   a. The district will evaluate student assessment results, including portfolio/work sample evidence, to ensure performance-based assessments and content-based assessments have been benchmarked to mastery levels.
   b. Students transferring who have not met or have exceeded the benchmark standards on the most recent statewide assessment at grades 3, 5, 8 and 10 for a CIM will be provided additional services, alternative education or other public school options, as appropriate, based on criteria established by the district for determining whether students have demonstrated the knowledge and skills necessary to perform successfully at each level.

2. Students transferring from a public school in another state or country, from a private school in Oregon, another state or country, including students who meet the requirements for migrant education, or from home schooling may receive a CIM if the student meets all of the state and local requirements.

   a. The district will provide the student with a reasonable opportunity to participate in all activities applicable and appropriate for the student that are required to obtain a CIM, including but not limited to, state assessments and work samples;
   b. The district will evaluate a transfer student's educational records and other student work, if any, and score, where appropriate, student-produced work samples for purposes of meeting CIM requirements.

3. For private or home-schooled students, the district will, upon request, develop a CIM completion plan, including the opportunity to:

   a. Participate in state-administered assessment;
   b. Have work samples scored; and
   c. Meet all locally assessed CIM requirements and additional district CIM requirements, if any.
   d. The district may charge a reasonable fee for administering and scoring state assessments and work samples.

Appeals

Transcript evaluation decisions may be appealed to the superintendent.
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